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| Job Title: | Trainee Buyer | |
| **Business:** | **Taylor Wimpey – South Wales** | |
| **Location:** | **Cardiff** | |
| **Reports to:** | **Buyers** | |
| **Direct Reports:** | **Commercial Director** |  |
| **Main Interfaces** | **All staff involved in site development** | **External suppliers of materials and labour** |

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| Overall Purpose |
| To negotiate and procure all materials, labour and plant to ensure that the business’ unit output programme is carried out professionally and within budget. Ensure adequate resources on site to build the product in accordance with the planned programme. Monitor and evaluate subcontract performance and take any appropriate action. |

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| Key Activities |
| 1. Resource Management |
| * Liase with the Sales and Design and Planning Departments with regard to specification on a site-by-site basis, advise on cost and availability of materials and products and produce specifications. * Liase with Production Management in respect of the programming and delivery of material supplies and subcontract trades. |

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| 2. Scheduling and quantifying materials and labour |
| * Prepare material schedules from house type drawings and liase with site management on any later amendments and revisions. * Negotiate and place orders with labour and material subcontractors/suppliers on a competitive tender basis. * Ensure all specifications and programmes are complied with and that quality is not compromised. * Negotiate and place orders for hiring any plant e.g. forklifts, dumpers etc and maintain a plant register where appropriate. * Monitor invoicing procedures and resolve any issues in conjunction with the Finance Department. * Work with all suppliers to negotiate best deals where appropriate and work with other departments to improve cost effectiveness. |

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| 3. Monitor and evaluate stock, quality of materials and subcontract performance. |
| * Oversee site stock on a regular basis. * Monitor material quality and the performance of suppliers and subcontractors in conjunction with site based staff. * Provide feedback to suppliers and subcontractors outlining where an unacceptable standard of materials or performance has been identified. |

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| 4. General |
| * Ensure aware of continuing product development in light of changes in legislation i.e. building regulations etc. * Undertake regular site visits. * Any other duties as required by the Commercial Director. |

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| Key Competences |
| Team working  Negotiation skills  Business acumen  Attention to detail  Planning |

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| Key Experience |
| IT literate. |

If you would like to be considered for this role please send your CV to the Commercial Director, [gary.mcgillivray@taylorwimpey.com](mailto:gary.mcgillivray@taylorwimpey.com) by Friday 17 April 2015.