

**Lloyd & Gravell Ltd.
Job Profile – Buyer**

Post:	Buyer
Accountable to:	Company Directors
Work Closely With:	Site Management & Commercial Team
Line Management Responsibility :	Kevin Gravell, Director.

General Responsibilities:

To work closely with the Commercial and Site Management Team ensuring that the day to day administration of the procurement function on current and future construction contracts across the business is achieved in line with contract targets, specification, quality standards and within the allocated budget. Contribute to the achievement of the overall business and commercial teams' objectives/targets and continuous improvement across the business. Ensure that all activities are undertaken in the best interest of the company, in accordance with the processes and procedures adopted across the business, and project a positive image to clients, stakeholders, potential clients and members of the public.

Key Responsibilities:

1. To contribute to the effective procurement, planning, delivery and monitoring of services provided to clients.
2. To contribute to and assist in the achievement of procurement and financial targets, ensuring that all necessary paperwork is processed, retained and retrievable in line with the Business Management System in a timely manner.
3. Assist with tender submissions by:
 - Acquiring prices for all materials included in project plans, drawings and tender works information and supporting documentation provided by client.
 - Working closely with the commercial team throughout the tender stage to ensure an accurate project cost is provided.
 - Preparing and sending out sub-contractor and supplier tender enquiries with all supporting information.
 - Identifying and disseminating tender information relevant to particular packages of work to the appropriate supply chain members.
4. Identify potential suppliers and new products. Research new markets, products and manufacturing processes.
5. Agree delivery times in consultation with Site Management to meet programme requirements. Work with the Site Management Team to ensure that all deliveries satisfy the assigned purchase orders and report any back ordered or missing products.
6. Assess the reliability of suppliers.
7. Provide advice to the Commercial Team on predicted cost of individual items.
8. Prepare and maintain cost reports in order to maximise efficiency within the business.
9. Negotiate and agree the most favourable terms possible with suppliers once a contract has been secured.

10. Check invoice costs correspond with quoted cost and arrange for any credits due with the supplier on a monthly basis.
11. Take the lead on contract/project issues, as required, and participate as a member of commercial team.
12. Maintain confidentiality in respect of the company's commercial and business activities across the business in line with the company's confidentiality and GDPR policies.
13. To develop and maintain effective working relationships with suppliers ensuring that the principles of best value and customer care are achieved.
14. To develop and maintain effective working relationships with service delivery team and subcontractors.
15. Contribute to the continual monitoring, assessment and improvement of the Business Management System and actively participate in the internal audit process.
16. To contribute to the development of company policy and procedures to meet changing needs and priorities.
17. To undertake training identified as essential to ensure that the duties of the post are being undertaken correctly and in a safe manner.
18. To ensure that all work is undertaken in compliance with the Health & Safety at Work Act, Company Policies and Procedures and statutory requirements.
19. To have the ability to work independently and as a member of a team to achieve the deadlines and timescales associated with the required outcome.
20. To undertake any other duties appropriate to the post as directed by Director(s).

**Lloyd & Gravell Ltd.
Job Profile – Buyer**

Competencies

Essential

Desirable

Assessed by:

Experience

Previous experience at buyer level.	✓		Application Form/ Interview
5 years experience at buyer level.		✓	Application Form/ Interview
Previous experience of working to and meeting contract deadlines.	✓		Application Form/ Interview
Experience of maintaining effective working relationships with clients and other external organisations.	✓		Application Form/ Interview

Knowledge

Demonstrate knowledge and understanding of construction industry.	✓		Application Form/ Interview
Demonstrate sound knowledge of cost control processes.	✓		Application Form/ Interview
Knowledge and understanding of performance management.	✓		Application Form/ Interview
Knowledge and understanding of customer care practices.	✓		Application Form/ Interview
Knowledge and understanding of supply chain management and logistics.	✓		Application Form/ Interview
Knowledge of financial/accounting processes to calculate margins, gross profit and discounts.	✓		Application Form/ Interview
Knowledge and understanding of GDPR requirements.		✓	Application Form/ Interview

Job Related Skills

Excellent oral and written communication skills.	✓		Application Form/ Interview
Excellent Negotiation Skills	✓		Application Form/ Interview
Possess full driving license.	✓		Application Form/ Interview
IT Skills	✓		Application Form/ Interview
Confidentiality - Ability to maintain confidentiality across all areas of the business.	✓		Application Form/ Interview

Communication

Welsh Verbal Skills		✓	Application Form/ Interview
English Verbal Skills	✓		Application Form/ Interview
Written English Skills	✓		Application Form/ Interview

Personal Skills

Demonstrate ability to achieve high standards and levels of service performance.	✓		Application Form/ Interview
Possess drive, energy and commitment.	✓		Application Form/ Interview