

## **JOB DESCRIPTION**

### **Company Buyer, Civils**

As Company Buyer, Civils you will be responsible for will be responsible for the various procurement processes which are an integral part of the delivery side of the business, across all departments.

In this role you will be responsible to the Head of Group Purchasing

### **Our Core Values**

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



#### **Integrity**

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



#### **Pride & passion**

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



#### **Quality**

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



#### **Innovation**

New methods of working which drives efficient behaviours and Continuous Improvement.

## **Key Responsibilities**

This will include, but not limited to, the following duties:

- Purchase goods, materials & services to ensure the company operational needs are met, taking into account price, quality and delivery and to ensure continuity of supply
- Build, maintain and manage supplier relationships and ensure good communications
- Working closely with the pre-construction team on tender information and value engineering
- Assess and evaluate suppliers and undertake performance reviews to ensure contact compliance and manage performance improvement activities
- Support product change requests and review the impact on capacity plans
- Stay current and up to date on any changes that may affect the supply or demand of needed products and materials and advise others of the impact
- Attend meetings and update others on concerns, in particular when there is a risk which could prevent the organisation meeting programmes
- Receiving requisitions from C.E company.
- Sending out enquiry packages for C.E. materials.
- Quotation evaluation.



- Placing the civils and structures company ; including liaising with site to programme deliveries and expedite orders. This will include maintaining order logs (Excel documents).
- Invoice checking; including resolving of queries.
- Maintaining various spread sheets (Excel documents), which record cost comparisons and set out site order information..

### **Continuous improvements**

You will contribute to the overall running and continuous improvement of the business, along with development of the Procurement Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to the Procurement Department, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the QEMS, particularly the processes outlined in IP03, IP06, IP08, IP10 and IP12.

### **General requirements**

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company

Signed:.....  
Director

Date:.....

Signed:.....  
Employee

Date:.....



**PERSON SPECIFICATION**  
**Company Buyer, Civils**

Criteria	Essential	Desirable
<b>Experience/ Skills</b>	<ul style="list-style-type: none"><li>• Basic knowledge of Excel.</li><li>• Ability to extract relevant information from site teams to produce accurate enquiries (questioning attitude may be required).</li><li>• Experience with Outlook is essential (Rapid processing of Emailed enquiries and other correspondence is required).</li><li>• Good analytical / numerical skills.</li><li>• Attention to detail – to minimise errors.</li><li>• Common sense approach to keep a tight rein on spend.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience within the construction industry</li></ul>
<b>Knowledge and Other Relevant Factors</b>	<ul style="list-style-type: none"><li>• Multiple product category knowledge</li><li>• Ideally educated to degree level and preferably within a retail related subject matter</li><li>• Able to demonstrate a high degree of computer literacy and proficient in MS Office</li></ul>	

Signed:.....  
Director

Date:.....

Signed:.....  
Employee

Date:.....