

## Job Overview:

### Assistant Buyer

<b>Job Title:</b> Assistant Buyer	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers Group
<b>Reporting to:</b> Procurement Manager	<b>Key Stakeholders:</b> Accounts Department Engineering Department Estimating Department HSEQ Department Supply Chain Department Suppliers (external supply chain)	

<p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• To carry out the Buyer's function in an efficient manner conforming to the Company's QA procedures.</li> <li>• To assist the senior team members when and where required but also to take responsibility and ownership of smaller contracts.</li> <li>• To purchase all materials and services required for the Company's contracts to achieve best value and in accordance with the targets set.</li> <li>• To manage the provision of general materials to sites and the economical disposal of any surplus (in conjunction with the HSEQ Department).</li> <li>• To arrange deliveries to/from third parties' premises and site.</li> <li>• To manage returns of surplus, incorrectly supplied or faulty materials.</li> </ul>
---

**Key Areas of Responsibility:**

- In accordance with the requirements detailed on requisition forms, obtain from the best source and place orders for the materials or services required for any particular contract and in compliance with the contract specification(s) and/or schedule(s).
- Ensure purchases are made to give the maximum benefit to the Company including final negotiations to obtain improved buying terms for major plant and equipment.
- Ensure that all delivery dates are met wherever possible.
- Ensure that all orders are sent out within an acceptable period and are accurate and complete in accordance with the Company's procedures.
- Negotiate and decide where appropriate to return all unwanted goods to suppliers for credit.
- Ensure that all acknowledgements that are received are checked for correct quantities, price and delivery, forward any technical or commercial queries to project teams and ensure the project teams are aware of any possible problems that may arise.
- Regularly progress critical items to ensure deliveries are achieved where dates are essential and progress other items when requested and report back.
- Ensure that all records are correctly stored in line with the Purchasing Department's requirements.

*This is a broad overview of the position and does not encompass all aspects of the role. Gratte Brothers are an equal opportunities employer and welcome applications from all.*

**Knowledge & Experience:**

**Essential**

- Previous buying experience

**Desirable**

- Previous experience within either Building Services or Construction industry

**Attributes & Skills:**

**Essential**

- High degree of accuracy.
- Be able to prioritise.
- Strong organisational skills.
- Excellent verbal and written communication skills.
- Ability to work on own and within a team.

- Ability to take the initiative where appropriate.
- Strong all-round IT proficiency.

**Desirable**

- Knowledge and experience of using SharePoint.
- Strong Microsoft Office knowledge.

**Qualifications:**

**Essential**

- GCSE (or equivalent) Maths – Grade 4/C or above.
- GCSE (or equivalent) English Language – Grade 4/C or above.

**Desirable**

- Achieved or working to achieve CIPS qualification.