

## Job Overview:

### Buyer

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

#### Job Purpose:

The Buyer is responsible for efficiently managing procurement operations while adhering to the company's quality assurance (QA) procedures. This role involves purchasing all necessary materials and services for company contracts, ensuring the best value and meeting set targets. Additionally, the Buyer oversees the supply of general materials to project sites, working with the HSEQ department to facilitate the economical disposal of surplus materials. The role also includes coordinating deliveries between third-party suppliers and project sites, as well as managing the return of surplus, incorrectly supplied, or faulty materials to maintain smooth operations.

#### Key Areas of Responsibility:

- Negotiate favourable terms and discounts with manufacturers and suppliers to maximise value for the company.
- Source and procure materials and services in line with contract specifications, ensuring cost-effectiveness and quality.
- Manage and place accurate purchase orders based on requisition requirements, ensuring compliance with company procedures.
- Track and ensure timely deliveries, prioritising critical items and addressing any potential delays.
- Verify order acknowledgments for correct quantities, pricing, and delivery details, resolving any discrepancies with project teams.
- Coordinate the return of unwanted, incorrect, or faulty goods to suppliers and secure appropriate credits.
- Resolve invoice disputes efficiently to maintain smooth procurement processes.
- Maintain organised purchasing records in accordance with departmental standards.

- Continuously seek opportunities to improve procurement strategies to boost efficiency, cost savings, and supplier relationships.

*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 experience working in a buyer position within a similar sector.
- Proven track record with buying and project management.
- Strong financial and commercial acumen.
- Proven track record of profitable/negotiations of orders.
- Good time management and experience of working to deadlines.

Desirable:

- Previous experience within the construction industry.
- Working towards professional qualifications and professional body memberships.

**Attributes & Skills:**

Essential:

- Exceptional attention to detail to ensure accuracy in all aspects of purchasing.
- Proven ability to manage the full procurement process efficiently and effectively.
- Strong financial, commercial, and operational awareness to support strategic purchasing decisions.
- Confident negotiation skills to secure the best terms and value for the company.
- Ability to prioritise tasks and manage workload effectively in a fast-paced environment.
- Highly organised with strong problem-solving skills to drive efficiency in procurement.
- Excellent verbal and written communication skills to engage with suppliers and internal teams.
- Effective stakeholder management, ensuring smooth collaboration across departments.
- Self-motivated and able to work independently, while also thriving in a team setting.
- Proactive mindset, taking initiative to improve processes where necessary.
- Strong IT proficiency, with the ability to adapt to new systems and technologies.

Desirable:

- Knowledge and experience of using Sharepoint.
- Strong working knowledge of Microsoft Office.

**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 MCIPS qualification.