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| **Job title:** | Trainee Buyer |
| **Department:** | Commercial |
| **Responsible to:** | Commercial Director |
| **Responsible for:** | Buying / Procurement function |

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| **Scope of role:** |
| **Working as part of the Commercial team, assisting with** the end to end buying process, negotiating and assessing products and supplies to gain commercially viable solutions and practices to maximise profits. |

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| **Main Duties:**  **Support and provide effective tender process to meet business plan requirements**   * Assist with provision of accurate and detailed tender documents that include all relevant information, drawings and specifications * Help to ensure that tender documents are submitted on time * Assist in the effective assessment and sourcing of high quality products and supplies * Assist with the delivery approved supplier tender lists as directed * Help to identify and report areas of commercial risk within the tender process   **Provide high quality and cost effective materials that meet development, regulatory and legislative requirements**   * Assist with the provision of effective supply chain management * Help manage the material and supplier tendering process * Assessment and sourcing of high quality products and supplies * Assist with the management of Site Material budget * Help provide feedback to key colleagues on cost, quality and availability of materials * Gain understanding of exact requirements for each development meeting specifications * Attend key meetings agreeing specific materials and flow of material requirements feeding into planning submission documentation * Help manage and monitor the supply of materials against requirements and quality standards * Help process and update material supply on appropriate materials with accuracy and in a timely fashion * Assist with the provision of updates on new material developments and availability * Help to monitor, assess and communicate impacts of future regulatory requirements * Help analyse and respond to customer feedback to inform future material selections and solve issues quickly and effectively   **Provide effective contribution to budget and CVR processes, ensuring value for money and cost effectiveness**   * Help to highlight invoice variances and discrepancies in conjunction with the Accounts Team. * Help ensure changes to pricing and rebates are recorded and communicated * Assist with negotiation of material and plant hire costs, payments terms and best value maximising cost and quality * Help manage and negotiate changes to pricing and rebates to maximise procurement efficiencies * Help provide feedback to key colleagues on cost, quality and availability of materials * Help action material and product rebate claims, ensuring monies are claimed in a timely manner * Help to maintain all data and information on appropriate systems and documentation * Investigate and analyse new materials and building systems * Assist with implementation and development of buying policies and procedures   **Requirements of the post holder**   * Working towards Professional qualification (CIPS) * Willingness to expand working knowledge of the house building industry and supply chain management * Willingness to expand knowledge of relevant regulations and legislation * Ongoing research of building materials * Excellent communication skills * Attention to detail * Good IT skills |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*