

Job Code 54 **Trainee Buyer/Buying Admin**

Reporting to: **Regional Procurement Manager**

Purpose: **To assist in all procurement activities**

Achieving Results

- To support the Regional Buyer, Senior Buyer & Buyer(s) in achieving best value buying solutions
- To raise Coins purchase orders as directed by the Buyer or Regional Procurement Manager
- Amend and Update orders to assist the Buyer and RPM when required
- Resolve invoice queries in COINS to the deadlines required to maintain prompt payment targets
- Prepare and Issue supplier enquiries
- Prepare material take offs for schedules in excel
- General admin and filing duties
- General support and assistance to other departments and teams as required

Managing the Process

- Applying best practice to buying and/or the scheduling processes and effective adoption of agreed Company practice and procedure.
- Effective application of/adherence to agreed purchasing procedures/policies (including ISO9001 & 14001) in accordance with Group Purchasing Agreements where applicable, resulting in timely and robust packages.
- Provision of feedback/reports to the Regional Procurement Manager/Project Team for projects under his/her control, as to progress of procurement and results against buying allowances.
- Active participation in team meetings, end of contract reviews, project reviews, monthly reporting etc.
- Assisting the process of timely and accurate scheduling of materials in accordance with site requirements.
- Ensuring that the administration of purchase orders is at all times optimised in particular that;
 - Requisition, authorisation and goods received processes are robustly applied.
 - Orders are placed in a timely fashion in accordance with the agreed procurement/production programme.
 - Order documentation is appropriate to the main contract and that disputes are avoided and/or managed appropriately where applicable.
 - Ensuring Specifications are complied with fully on each project under his/her control to minimise risk to the Company, or ensure changes are properly authorised & publicised to necessary parties, both internal & external
 - Risk is suitably dissipated by allocation as appropriate to the supplier, including but not limited to re-measurement/quantitative, warranty/guarantee, design, contractual risks, etc.
- Progressing invoice queries in a timely fashion in liaison with the accounts function and other disciplines as appropriate.
- Prioritising the procurement of sustainable products, plant & services as appropriate.
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have

specific responsibilities as set out in the Company Health and Safety Policy.

- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal and External)

- Liaison/negotiation with suppliers to achieve best value, delivery, performance, and payment terms.
- Ensure schedules, orders and material deliveries are completed in line with the construction programme.
- Assisting other departments with advice on specifications, availability, value engineering etc including Sales, Operations, Technical, Estimating etc.
- Communicating with Supply Chain as necessary on future workload, requirements etc
- Assisting the Regional Procurement Manager as appropriate.

Delivering Quality

- Ensuring that the administration of purchase orders is at all times optimised in particular that;
 - Requisition, authorisation and goods received processes are robustly applied.
 - Orders are placed in a timely fashion in accordance with the agreed procurement/production programme.
 - Order documentation is appropriate to the main contract and that disputes are avoided and/or managed appropriately.
 - Ensuring Specifications are complied with fully on each project under his/her control to minimise risk to the Company, or ensure changes are properly authorised & publicised to necessary parties, both internal & external
 - Risk is suitably dissipated by allocation as appropriate to the Sub trader, including but not limited to re-measurement/quantitative, warranty/guarantee, design, contractual risks, etc.
 - The Morgan Sindall & Lovell Supply Chain are supported where suitable.

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Understanding of job selection and drawings			
Ability to communicate at all levels			
Knowledge of conditions of contract			
Negotiation skills			
Knowledge of construction industry legislation			
Knowledge of health and safety			
Commercial awareness			
Knowledge of marketplace levels			
COINS			
Microsoft Word			

Microsoft Excel			
Microsoft Outlook			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.