

15th Aug 2018

Job Code 621 **Buying Clerk**

Reporting to: Senior Buyer/Buyer

Purpose: To assist Buyer in all procurement activities.

Achieving Results

- Raising of material order enquires for submission to the supply chain for tendering of material packages.
- To provide support to the Central Procurement Department in achieving best value buying solutions generally and placing risk averse, robust packages.
- Process of requisitions under the direction of the Buyer/Senior Buyer.
- Regularly communicate with site the updates on requisition progress.

Managing the Process

- Applying best practice to buying and effective adoption of agreed Company practice and procedure.
- Understand supplier selection with the Buyer for each project and work stream.
- Gaining the skills and knowledge in the 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 orders.
- Assisting with the 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, in conjunction with the Buyers.
- Working with the Buyers/Senior Buyers to ensure 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
 - 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 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, ensuring trends are identified and corrective action taken. Helping to develop effective local strategies to minimise the number of queries being generated.
- 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.
- Actively promote Lovell Partnerships Ltd.

Serving the Customer (Internal and External)

- Liaison/negotiation with suppliers to achieve best value, delivery, performance, and payment terms, when appropriate.
- Develop relationships with the supply team.
- Participate in the regular communications with the Regional Procurement Manager.

Delivering Quality

- Assisting the Buyer/Regional Procurement Manager/ Senior Buyer in the promotion/implementation of best practice through the supply chain.
- 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.
 - 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 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.

Managing People

Undertake training in Monitoring and Feedback on Performance

Comply with Lovell Policy and Employment Legislation, relating to;

- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

Regularly Communicate

- Participate in daily / weekly / monthly communication with team & regional project teams

Give and Receive Feedback

- Regularly discuss individual and team progress with Buyers/Senior Buyers

Support Learning and Development

- Understand how the Company ensures staff development and progression.

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Knowledge of conditions of contract			
Ability to communicate at all levels			
Knowledge of conditions of contract			
Negotiation skills			
Knowledge of legislation in relation to the construction industry			
Knowledge of Health & Safety			
Commercial awareness			
Knowledge of market place 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.