

# CONSTRUCTION BUYER

## December 2020

---



Modular homes with character

# Vacancy Details

---

**Job:** Construction Buyer

**Term:** Full time, permanent

**Location:** Cumnock, Ayrshire. Occasional travel to sites across the UK

**Salary:** Dependant on experience

Reporting directly to senior management, you will be responsible for supporting projects in materials procurement for modular house building within our manufacturing facility. Working as part of the manufacturing team, you will have a successful record of negotiating with national and local suppliers, establishing, and maintaining supplier relationships and ensuring best price and value procurement.

The construction buyer will be a proactive team member with the ability to prioritise, raise purchase orders, oversee delivery and process returns while following quality procedures and reporting regularly to the management team.



# Job Description

---

The Construction Buyer will require the following:

- Relevant qualification plus min. 3 years' experience **Or** min. 5 years' experience in a similar role
- Knowledge of ISO 9001 standards
- Proven record of successfully negotiating supplier contracts in construction industry
- Ability to interpret construction drawings and carry out materials take-offs
- In-depth knowledge of timber frame construction materials and parts
- A keen eye for detail and experience of assisting in materials specification
- Ability to procure materials at short notice using network of supplier contacts
- Self-motivated with a positive attitude
- Ability to problem solve using own initiative
- Excellent communication skills both verbal and written
- Excellent organisational and filing skills
- Competent in use of Microsoft Office (Excel., Word, Outlook, and Teams)

The Construction Buyer will ideally have the following:

- A relevant qualification or CIPS membership
- A valid CSCS card
- A full UK driver's licence
- First Aid and/or Fire Marshall trained

## The role will involve:

- Materials procurement for timber frame, modular construction
- Ensuring quality standards achieved and coordinating any returns
- Assisting in materials specification and obtaining samples for new projects
- Compliance with the ISO 9001 and BOPAS quality management systems
- Assisting the Production and Factory Managers in administrative tasks
- Managing contracts and tracking the use of utilities within the factory
- Hire and off-hire of plant and machinery
- Tracking stock levels
- Maintain records of equipment safety certification
- Adherence to strict deadlines and budgetary targets
- Assisting in health and safety and environmental compliance
- Supporting external audits from customers or as part of the company's quality accreditations
- Liaising with other departments and reporting concisely and accurately to senior managements
- Ongoing training will be provided as required

## How to Apply:

To apply for this role please send your CV and covering letter to [enquiries@theweehousecompany.co.uk](mailto:enquiries@theweehousecompany.co.uk). Applications close 10<sup>th</sup> January 2021.

