

Buyer

Working under the direction of the Group Procurement Manager, to procure all the materials and services required for our projects and ensure they are provided on time and within allocated budgets. To ensure the profitability of contracts, by purchasing the most cost-effective and appropriate materials for each job.

THE JOB

- Providing prices for all materials included in project plans and drawings
- Identifying potential suppliers and new products
- Contacting a range of suppliers and sub-contractors to obtain quotations
- Placing of purchase orders
- Agreeing delivery times
- Liaising with all departments within the business
- Keeping detailed records and maintaining well-organised work schedules
- Assessing the reliability of sub-contractors and suppliers
- Dealing effectively with challenges with suppliers and the flow of materials
- Ensuring compliance with the health & safety and environment requirements of materials and services
- Providing advice to the project estimator on the predicted cost of individual items
- Liaising closely with the estimator at the tendering stage to ensure that an accurate project cost is provided
- Preparing and maintaining cost reports in order to maximise efficiency within the business
- Negotiating and agreeing the most favourable terms possible with suppliers once a contract has been secured
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SALARY

- To be discussed at interview, dependent on qualifications and experience
- Company benefits: Death in service – 2 x Salary, Income protection, Employee assistance programme, discount portal, eye test vouchers
- Continued professional training & development opportunities

THE PERSON

SKILLS AND QUALIFICATIONS

- Minimum 2 years purchasing experience
- Previous experience in a Construction, Engineering or Plant / Tool Hire background would be desirable
- Understanding of Health and Safety
- Practical and physical skills
- Friendly and approachable while professional
- High level of accuracy and attention to detail
- Will be organised and calm under pressure
- Proactive, positive, and flexible to the needs of the business and the role
- Ability to prioritise own work and work of others to meet deadlines and achieve targets in a fast-paced dynamic environment
- Demonstrates a solid one team approach and “can do” attitude

Written applications to:

FAO HR

Aarsleff Ground Engineering, Hawton Lane, Balderton,
Newark, Nottinghamshire, NG24 3BU
hr@aarsleff.co.uk

*It is the policy of Aarsleff Ground Engineering Ltd to comply with all relevant legislation regarding Equal Opportunity and Diversity.



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