

JOB OPPORTUNITY

Buyer - £30,000 - £40,000 depending on experience

TIMING

Start asap

CONTACT

Email your CV with a covering letter to kim.bishop@land-water.co.uk

ABOUT LAND & WATER

Land & Water is first and foremost an environmental company, full of people who are passionate about caring for our coastline and the nation's network of rivers, streams, wetlands and waterways. We are the UK's largest independent civil engineering company working in the complex environment where land and water meet. We have 40 years of experience and we have managed complex and sensitive projects in a huge variety of locations. You can trust us to find solutions and deliver the best results for every project. From modest beginnings 40 years ago, our business has grown and flourished based on our recognition that we need to support the changing landscape and environments we live in and leave the world a better place.

www.land-water.co.uk

OUR CORE VALUES & BEHAVIORS

PASSION & EXCELLENCE

Pursing a can-do attitude; being proactive and owning our work. Challenging the status quo and loving what we do.

RESPECT

Aware of our impact on others; we value openness and carefully listen to the review of others. We respect our colleagues ourselves and our environment.

We look after the tools of our trade.

COLLABORATION

We work together to achieve a common goal.

EMPATHY

We demonstrate a caring approach to our colleagues, our customers and ourselves.

HONESTY & INTEGRITY

When something goes wrong, we own it. Learn from mistakes and avoid it happening again.

OUR CORPORATE COMMITMENT

Land & Water have a fundamental commitment to the three pillars of sustainability, people, plant and profit and expect all team members to take this into consideration in all their duties.

ABOUT THIS ROLE

An opportunity to work in a fun and fast paced environment, we are looking for an ambitious and personable Buyer to be part of a dynamic Procurement Department.

The role involves having to prioritise and manage the delivery of plant and materials across the UK, working to very tight deadlines. Training will be provided on all processes, but you will also have the opportunity to bring your own flair and enthusiasm to the role. You will report to the Procurement Manager, working in a small team to ensure all operational requirements are met.

The ideal candidate will have experience as a Buyer within the construction industry, be a pro-active self-starter, able to show initiative and work independently, and will be energetic, analytical and pay strong attention to detail. You will have a professional and confident telephone manner, and excellent written skills, as you will be communicating with stakeholders at all levels.

DETAILS

- As a Buyer, you will report directly to the Procurement Manager.
- The role is full-time (37.5 hours per week).
- The main purpose of the role is to source plant and materials to meet project requirements throughout the United Kingdom

KEY ACCOUNTABILITIES

- Using Purchase Order Processing Software to generate orders
- Building strong relationships with suppliers to ensure high levels of service
- To build reputation with all stakeholders for reliability and excellence
- Improving efficiency of processes
- Problem solving and dealing with any project delays or queries

DUTIES & RESPONSIBILITIES

- Review incoming requisitions, prioritising most urgent requirements
- Process purchase orders, ensuring the correct plant and materials are delivered to site, working to very tight deadlines in a fast-paced environment
- Share understanding of plant and machinery for the benefit of the team
- Take responsibility of other projects when instructed by the Procurement Manager
- Serve as the link of communication between site, suppliers and other stakeholders
- Liaise with site and suppliers to ensure appropriate items are sourced
- Make sound decisions based on the application of common sense and considering the wider impact that the Procurement function can have across the business
- Developing innovative techniques to reduce costs and increase efficiency of the buying process
- Maintain a precise and methodical approach to all tasks

PERSON SPECIFICATIONS

QUALIFICATIONS AND TRAINING

- GCSEs or equivalent Mathematics and English
- MS Office knowledge, with good Excel ability E Skills and Experience

SKILLS AND EXPERIENCE

| | |
|---|--|
| <ul style="list-style-type: none">• A minimum of 5 years' experience working within a buying team in construction | |
| <ul style="list-style-type: none">• You will also ideally have experience using COINS software, but not essential | |
| <ul style="list-style-type: none">• CIPS qualifications preferred, but not essential | |
| <ul style="list-style-type: none">• Strong written and verbal communication | |
| <ul style="list-style-type: none">• Self-management and able to work autonomously | |
| <ul style="list-style-type: none">• Teamwork and interpersonal skills | |
| <ul style="list-style-type: none">• Negotiation and persuasion | |
| <ul style="list-style-type: none">• Problem-Solving Skills | |
| <ul style="list-style-type: none">• Ability to work under pressure | |
| <ul style="list-style-type: none">• Dependability/Reliability/Responsibility | |
| <ul style="list-style-type: none">• Prioritise work efficiently, productively and manage your time well | |

PERSONAL ATTRIBUTES

| | |
|--|--|
| <ul style="list-style-type: none">• Energetic | |
| <ul style="list-style-type: none">• Competitive | |
| <ul style="list-style-type: none">• Sociable | |
| <ul style="list-style-type: none">• Confident | |
| <ul style="list-style-type: none">• Analytical | |
| <ul style="list-style-type: none">• Determined and persistent | |
| <ul style="list-style-type: none">• Strong work ethic | |
| <ul style="list-style-type: none">• Honest with integrity | |
| <ul style="list-style-type: none">• Empathetic | |
| <ul style="list-style-type: none">• Customer focused | |
| <ul style="list-style-type: none">• Ability and willingness to learn | |

| | |
|--|--|
| <ul style="list-style-type: none">• An initiator | |
| <ul style="list-style-type: none">• Resilient | |
| <ul style="list-style-type: none">• Adaptable | |