

Job Description

Job Title	Assistant Buyer
Department	Commercial
Location	Bathgate office, travel as business needs require
Reporting to	Procurement Manager
Line Manager to	N/A
Key Relationships	Supply Chain, Directors, Senior Managers, Site managers

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Overview of role:

To assist the buyers in purchasing of goods and services

Key Responsibilities:

- Processing purchase orders following procurement best practice
- Contribution to the timely placement of purchase orders
- Follow through with supplier of PO confirmation
- Order expediting
- Keep complete and well organised records
- Professional presentation of information

Qualifications

- Standard Grades / Highers

Skills, Knowledge, Experience

- Practiced at filing
- Practical experience of general office procedures
- Practical experience of team working
- Understands the process of sourcing and adding value
- Able to communicate and motivate via written media
- Effective proactive liaison with other departments
- Good organizational and analytical skills
- Self-Driven, results-oriented with a positive outlook
- Able to get on with others and be a team player
- Must be able to work on their own initiative
- Good communicator
- Enthusiastic
- Able to manage and prioritise work under pressure

Job Description

Additional Requirements:

- Disclosure Check/DBS
- Full UK Driving Licence

What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access and 6 counselling sessions.
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick pay
- Get rewarded for innovation! Maybe you are the next James Dyson? Our Innovation Station rewards employees and their ideas that help continuous improvement across the business.
- Enhanced Maternity and Paternity Leave as part of our family-friendly benefits.
- A Flexible Benefits Scheme (including buy and sell holidays, bike to work scheme, and Healthshield care plan).
- Access to working group representatives including our ERC, Gender & Equality, and Ethnicity & Diversity for your voice to be heard and help us keep that personal touch.
- The opportunity to join our Sharesave Scheme to become a shareholder in the Sureserve Group and start saving today!
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g., Everwarm Family Fun Day, Summer BBQ, Christmas Night out!