

# Job Description

Job Title	Senior Buyer
Department	Commercial
Location	Bathgate office, travel as business needs require
Reporting to	Procurement Manager
Line Manager to	Buyer, Assistant Buyer
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:

Assist in optimising returns by ensuring successful commercial delivery of projects whilst protecting the business from commercial risk. Implementing company procurement and commercial procedures.

## Key Responsibilities:

- Liaise with Bid Team / Estimating, to provide advice and support to tenders, to ensure that our tenders are competitive.
- Agree standardized discounts and rebates with key material suppliers.
- Perform weekly spend analysis ensuring correct price is being paid or best value is being achieved, and to control/manage spend within the company
- Support contracts with any procurement requirements, including researching, specialist sourcing, finding opportunities for value engineering/specification changes, and negotiating bulk call off orders.
- Maintain regular contact with all suppliers in order to maintain and develop good relations with current and future supply chain members.
- Supplier sourcing.
- Ensuring best deal on Payment terms, negotiation and management, and to ensure payment on the terms agreed
- Negotiating and administration of purchasing contracts, including call-off and managing as appropriate.
- Maintain regular communication with site management to ensure procurement schedules are being followed.
- Manage the procurement of all materials to ensure the business has a standardised approach to orders and best value suppliers.

## Qualifications:

- Graduate or HND/HNC with experience or sub HND with substantial experience
- IT skills including Word, Excel, Power point

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## Skills, Knowledge, Experience:

- Previous experience in a similar role
- Able to communicate and motivate via written media
- Effective proactive liaison with other departments
- Good organizational and analytical skills
- Strong negotiating and influencing skills
- People management skills, experience and natural ability would be useful.
- Ability to project manage and co-ordinate the work of others.
- 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

## 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!