

ROLE PROFILE

Job title	Senior Buyer	Reference ID: W13013
Location	Telford	
Reporting to	Group Procurement & Supply Chain Director	

PURPOSE STATEMENT

To support the management of the business unit (BU's) interface in the execution of Procurement and Supply Chain services, with a spend profile of £40m pa across 6 business units, managing strategic relationships, supporting both work winning & operations to ensure competitive edge and cost savings to increase profit margin.

KEY ACCOUNTABILITIES

- Support the implementation the group procurement strategy driving value creation
- Proactively and professionally engaging with internal customers to understand their specific requirements linked to end customer commitments.
- Manage long term supplier relationships for mutual benefit
- Support estimating & operations with supplier sourcing suitable for project demands
- Support work winning teams to ensure a competitive edge of tender return quotations
- Support project operations and commercial teams with any supplier/ sub-contractor performance/ commercial issues
- Negotiate & evaluate quotation information received from BU's obtain better buy deals
- Assist in the approval of new supplier accreditation
- Negotiate preferred supplier trading agreements
- Validation of business Spend/ Suppliers reports to confirm future rebate collections.
- Rebate cash collection
- Update procurement activity tracker confirming progress of performance
- On-going support of streamlining procurement processes and procedures.
- The post holder may need to undertake other tasks as and when needed to support the priorities of the Procurement Function at any given time.

TECHNICAL SKILLS / KNOWLEDGE

- Experience of working within the building services industry for a minimum of 10 years
- Understands financial aspects and implications of operational & procurement activities.
- Understands impacts of decisions and implications on procurement process.
- Experience of managing the development of supplier relationships.
- Essential Functional / Technical Skills in the building services industry
- High level of numeracy and ability to interpret numerical data.
- High level of competence in drafting and interpreting commercial contracts



Excellence



Relationships



Teamwork



Pride

QUALIFICATIONS / PERSON SPECIFICATION

- Ability to challenge the status quo to deliver change.
- Excellent organisation and planning skills, ability to work to deadlines, dealing with changing priorities whilst managing own time effectively.
- Ability to gain commitment and “buy in “with good communication skills and presentation skills.
- Enthusiasm and drive with a flexible approach to work and an ability to adapt to changing business and project priorities.
- An ability to secure commitment on actions from all stakeholders.
- Good local market knowledge.
- Working knowledge of the relevant conditions of contract.
- IT skills including Word, Excel, Power point, Coins.

Lorne Stewart Plc is an equal opportunities employer.

Closing date: 21 September 2020

If you are interested, please email your CV with the following reference number W13013 to recruitment@lornestewart.co.uk