

Job Description

Job title	Buyer	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To work with internal customers and clients to obtain products and services from suppliers at the lowest cost consistent with considerations of quality, service and company policy and procedures. To provide assistance to the Procurement Manager in the progression of projects, supporting the strategic objectives of the Procurement Department. To provide a cost effective procurement service to the operational business units, supporting the Senior Buyers the Business and Industry sites, in achieving business objectives.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Proactively negotiate, manage and build appropriate relationships with key approved suppliers. Identify, select and develop new suppliers to meet future business needs
- Propose, implement and manage proactive cost reduction and supplier improvement programmes within and across regional teams
- Provide support to the operational teams with the implementation of new contracts, to ensure the provision of a first class service to the client
- Participate in cross-functional project teams
- Manage internal customer relationships, providing a flexible responsive customer service for all internal customer specific requests/needs
- Assist in the development and management of subcontractors to support business needs
- Minimise contractual risk by the use of appropriate contract terms, conditions and preferred suppliers agreements
- Proactively drive cost reduction through effective negotiation and supplier selection
- Manage internal customer relationships
- Provide a flexible responsive customer service for Client specific requests needs
- Provide clear communication lines to ensure that local business units are made aware of all strategic initiatives

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Experience of dealing with services/subcontractors essential
- Ability to follow Procurement Processes, preferably from within the FM industry
- Negotiation skills
- Good IT skills including Word and Excel
- Able to communicate effectively at all levels inter/intra Group
- Achieved or working towards CIPS membership
- Able to manage internal customer relationships
- Able to self motivate
- Has well developed problem solving skills

- Clean driving licence and own transport
- Smart, presentable appearance
- Personable and approachable
- Flexible will work with other trades
- Good communication skills in both verbal and written formats
- Must be willing to undertake further training

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Description

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	