

Sub-Contractor & Materials Buyer (Bodiam/ Surrey)

Westridge Construction Ltd

JOB DESCRIPTION

Overview

Westridge is a forward looking construction company based in Bodiam, East Sussex, with regional offices in Hove, Ashford and Surrey. We carry out projects throughout the South East and are planning to expand our operations to a turnover in excess of £60m over the next few years.

Due to this continued growth we are looking for a Sub-Contract & Materials Buyer to join our team. Your role will be to source, procure and deliver sub-contractors & materials in a cost efficient manner within the timescales set.

Your duties will include but are not limited to the following:

- Preparation, analysis and management of all sub-contract and material tender packages.
- Analyse quotations obtained and provide a comparison indicating most favorable contractor/ supplier.
- Procure materials to specification and budget.
- Own & maintain sub-contract and materials schedules, agreeing dates with the project delivery team & monitor lead in periods to place orders to meet dates set.
- Chase deliveries and ensure materials are delivered to the correct project within the timescales set.
- Assist pre-construction with the identification and supply of tender costs for sub-contractors, materials and plant.
- Assist the technical department to ensure all design approvals are carried out to enable orders to be placed to meet the contract programme.
- Aiding the procurement manager with supplier chain activities including the maintenance of the database as directed.
- Assisting the contracts managers and quantity surveyors with identifying future material requirements and competitive pricing.
- Working with sub-contract teams
- Understand drawings, specifications and techniques, identifying and resolving deficiencies in project documentation
- Identify items of financial / contractual implications and respond appropriately.
- Ensure regular communications and development of supplier relationships.

Qualifications Required:

- Construction related Higher National Certificate or Diploma in Building Construction
- Previous buying experience of at least 5 years

Skills Required:

- Knowledge of building, material components, Building Regulations and H&S
- Knowledge of contractual procedures and responsibilities
- Microsoft Office
- Sub-contract experience is essential
- Good negotiation, influencing and communication skills
- Articulate, personable and professional
- Strong analytical and reasoning skills
- Good organisational skills and attention to detail
- Highly numerate with the ability to accurately manipulate numerical information
- Confident and resourceful

- Self-motivated with the ability to work alone or within a team
- Personal commitment to equality and diversity
- Must have worked on build/construction projects
- Driving license holder with own car
- Excellent time management skills-able to work to demanding deadlines
Able to get on with diverse personalities

Conditions and Package:

Salary

- Competitive, based on skills and experience

Holiday

- 20 days holiday plus Bank Holidays, part of this allowance will be taken during the Building Industry shutdown (Christmas to New Year)
- Additional loyalty days are accrued at 1 day for every two full calendar years service, to a maximum of 5 extra days

Pension

- Workplace Pension Scheme

Health Cash Plan

- Applicable after 1yrs service

Private Medical Insurance

- Applicable after 2yrs service

We are an Equal Opportunities Employer