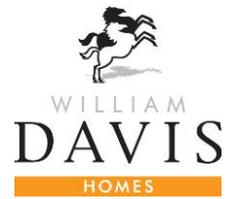


# William Davis Homes Job Description



<b>Job Title:</b>	Buyer
<b>Department:</b>	Development
<b>Job Holder:</b>	
<b>Reports to - Name and job title)</b>	Chief Buyer
<p><b><u>Job Purpose</u></b></p> <p>To purchase materials in accordance with the operational requirements of the business ensuring that we minimise cost and maximise quality throughout the procurement process</p> <p>Assist the Chief Buyer with all requirements of the Buying function</p>	
<p><b><u>Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. Procure all materials in accordance with the operational requirements of the business</li> <li>2. Produce material enquiries and schedules for suppliers for costing and production of tenders. Assess quotations and supplier's schedules to ensure they are correct and in accordance with the Specification(s)</li> <li>3. Place material orders to achieve optimum commerciality in terms of cost and quality in accordance with Company policies and procedures and assist the supplier throughout the contract with any queries or issues. Deal with enquiries from sites regarding deliveries and orders</li> <li>4. Undertake regular site visits and where operational inefficiencies have been identified, implement corrective action</li> <li>5. Attend site meetings to ensure that any issues with suppliers &amp; materials are resolved efficiently and the correct specifications are being used and assume responsibility to action any queries raised during the meeting</li> <li>6. Monitor additional and/or replacement material orders and produce a monthly report with detailed analysis</li> <li>7. Continual appraisal of the supplier's performance during the construction of the project with a focus upon building strong relationships with the supply chain and encouraging and facilitating effective communication between the supplier and the Production team</li> <li>8. Recommend the implementation of new strategies which will result in a commercial benefit to the Company</li> </ol>	
<p><b><u>Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Driven, self-motivated, results focussed</li> <li>• Passionate, tenacious and enthusiastic</li> <li>• Structured, organised, anticipates objections/issues and takes time to prepare</li> <li>• Able to think laterally to create solutions which address the customers' needs</li> <li>• Resilient and able to bounce back from setbacks or failure.</li> <li>• Work as part of a team to identify and to use the strengths of others</li> </ul>	

# William Davis Homes Job Description



## **Skills & Qualifications**

- Minimum 2 year's previous experience in a house builder essential (3-5 years desirable)
- To be target driven and work to deadlines.
- Strong communication and interpersonal skills both within the development team and across department.
- Strong organisation and negotiation skills.
- A driving licence is essential.
- Strong IT skills (knowledge of Eque2 Housebuilding and COINS systems or similar essential)
- Work well unsupervised.
- Work well in a collaborative environment.