

<b>Job Title:</b>	<b>Buyer</b>	
<b>Business:</b>	<b>Taylor Wimpey Exeter</b>	
<b>Location:</b>	<b>Exeter</b>	
<b>Reports to:</b>	<b>Senior Buyer or Commercial Director</b>	
<b>Direct Reports:</b>		
<b>Main Interfaces</b>	<b>All staff involved in site development</b>	<b>External suppliers of materials and Plant</b>

### **Overall Purpose**

To negotiate and procure all materials, labour and plant to ensure that the business' unit output programme is carried out professionally and within budget. Ensure adequate resources on site to build the product in accordance with the planned programme. Monitor and evaluate supplier performance and take any appropriate action.

### **Key Activities**

#### **1. Resource Management**

- ⇒ Liase with the Sales and Design and Planning Departments with regard to specification on a site-by-site basis, advise on cost and availability of materials and products and produce specifications.
- ⇒ Liase with Production Management in respect of the programming and delivery of materials & plant.

#### **2. Scheduling and quantifying materials and labour**

- ⇒ Prepare material schedules from house type drawings and liase with site management on any later amendments and revisions.
- ⇒ Negotiate and place orders with suppliers on a competitive tender basis.
- ⇒ Ensure all specifications and programmes are complied with and that quality is not compromised.
- ⇒ Negotiate and place orders for hiring any plant e.g. forklifts, dumpers etc and maintain a plant register where appropriate.
- ⇒ Monitor invoicing procedures and resolve any issues in conjunction with the Finance Department.
- ⇒ Work with all suppliers to negotiate best deals where appropriate and work with other departments to improve cost effectiveness.

#### **3. Monitor and evaluate stock, quality of materials and subcontract performance.**

- ⇒ Oversee site stock on a regular basis.
- ⇒ Monitor material quality and the performance of suppliers in conjunction with site based staff.
- ⇒ Provide feedback to suppliers outlining where an unacceptable standard of materials or performance has been identified.

#### **4. General**

- ⇒ Ensure aware of continuing product development in light of changes in legislation i.e. building regulations etc.
- ⇒ Attend pre start, specification and any other relevant meeting as required under the Company's Growing Wiser procedure.
- ⇒ Undertake regular site visits.
- ⇒ Any other duties as required by the Senior Buyer & or Commercial Director.

### **Key Competences**

Team working  
Negotiation skills  
Business acumen  
Attention to detail  
Planning

### **Key Experience**

- ⇒ Aware of Building Regulations, NHBC and Health and Safety requirements.
- ⇒ Experience in the procurement and purchase of materials and sub contract labour.
- ⇒ IT literate.

**If you wish to be considered for this role then please apply to John Freeman, Senior Buyer by 17 March 2010, [john.freeman@taylorwimpey.com](mailto:john.freeman@taylorwimpey.com).**