

## JOB DESCRIPTION

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# Assistant Buyer

We have an exciting opportunity to join the team in our Colchester office. Horizon Construction Group has experienced significant growth and is now a medium-sized construction group which employs over 45 people and has a turnover of over £20m at our Colchester office. We are looking for a talented and enthusiastic individual, to be an integral part of the group's continued success.

Job title: Assistant Buyer

Type: Full-time

Location: Colchester, Essex

### Overview of role

- This is a central assistant role and involves liaison between all departments in the company
- The successful candidate will be expected to work on their own initiative and as part of a team.
- The role involves general procurement duties as well as providing assistance to the Senior Buyer

You will be reporting to:-

- Senior Buyer
- There will also be daily liaison with members of other departments; Accounts, Estimating, Contracts & Surveying
- Reporting will be as per the detailed Buyer Roles & Responsibilities schedule

### Requirements

- Attention to detail and problem solving abilities.
- The ability to communicate effectively with other members of the team is a necessity.
- Knowledge of the construction industry and material would be an advantage but not essential

## Responsibilities

Your responsibilities include the following:

### **Procurement Support**

- Assist in the procurement of construction materials and equipment.
- Prepare and process purchase orders and requisitions.
- Maintain accurate records of purchases, pricing, and other important data.
- Monitor inventory levels and coordinate with the project team to ensure timely delivery of materials.

### **Supplier Management**

- Establish and maintain relationships with suppliers.
- Obtain quotes and negotiate prices and terms with suppliers.
- Assist in resolving any issues or discrepancies with suppliers and deliveries.

### **Documentation and Compliance**

- Ensure all procurement activities comply with company policies and legal requirements.
- Maintain documentation for procurement activities.
- Assist in the preparation of reports and presentations for management.

### **Coordination and Communication**

- Liaise with project managers, site managers, and other teams to understand material requirements

### **Market Research**

- Conduct market research to identify new suppliers, materials, and trends in the construction industry.
- Stay informed about industry developments and best practices.