

Buyer based in Hereford.

For the last 30 years, GB Electrical & Building Services has gained a reputation for successfully delivering minor and major building projects. Typically, these works include:

- Responsive repairs, empty property maintenance and Upgrade works to domestic properties.
- Individual refurbishment and development projects to public, private and community buildings.
- Home improvements including disabled adaptations.
- Facility management services.

We seek experienced individuals who can evidence a desire for continuous personal development in all aspects of their work, while embracing the company's appetite for commercial growth.



We can now offer the opportunity for a Buyer to join our expanding team, based in Hereford.

Responsibilities:

- Establish contracts and purchasing arrangements to cover all goods and services for our various work streams to ensure full use of leverage and added value, including a focus on achieving savings and cost mitigation.
- Establish a more coherent buying process across the various contracts throughout the business.
- Negotiating with suppliers to create a centralised mini catalogue of everyday items used across the business, which can be issued to trade colleagues.
- Working with the Quantity Surveyor in negotiating tenders and contracts for supply of goods and services, achieving the most economically advantageous outcome.
- Maintain the Preferred Supplier list and ensure that it is regularly reviewed and updated. Communicating the list to all stakeholders within the business on a regular basis.
- Ongoing monitoring of all supplier and subcontractor invoices, dealing with queries or pricing discrepancies as they arise.
- Seek new material and service suppliers when required.
- Be responsible for the allocation and use of supplier purchasing cards including spend limits.
- Work alongside the Finance team to ensure compliance with the purchasing arrangements and to help reduce unnecessary spending.
- Analyse data and generate reports to track procurement performance and identify areas for improvement.

Competencies:

- Proven experience of undertaking a similar role. (Construction sector background is preferred but not essential).
- An outstanding work ethic and the drive to complete work to an excellent standard.
- Highly organised.
- Effective communication skills.

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Package:

- 40 hours a week, Monday to Friday.
- Salary from £45,000 per annum.
- 25 days holiday + 8 bank holidays.
- Company Pension.
- Life insurance – 2x basic annual salary cover.
- Access to Legal & General's Employee Assistance Programme.
- Free on site parking at our offices.

Our candidate privacy notice is available on our website - www.gbhereford.co.uk.

GB Electrical and Building Services is committed to equality and diversity in our workplace. We provide equal employment opportunities to all employees and applicants without regard to an individual's protected status.