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Trainee Buyer

The Role:

The role of the Trainee Buyer is an excellent opportunity to grow and develop within the Company and become a valued member of the procurement team. Reporting to the Buyer, they will be responsible for the procurement of materials and providing purchasing support to the rest of the team.

Key Responsibilities:

Buying tasks

- Liaise with the site teams to ensure best practice for the procurement of materials
- Procure goods and services to be delivered to construction sites nationwide
- Raise purchase orders
- Liaise with suppliers on a daily basis

Administrative responsibilities

- Deal with any purchase order/invoice issues, following them through to resolution
- Administer material order documentation
- Carry out general administrative responsibilities within the department
- Implement, monitor and update procurement programme/schedule

General duties

- Report and co-ordinate deliveries to site management teams
- Issue, record and manage tender enquiries and quotations for the Estimating department
- Provide support as necessary to the buyers where fluctuations in workload demand

Key measures & targets:

To learn and keep at the forefront of all day to day duties what constitutes best value with regard to procurement, and to seek this at every opportunity

Key relationships:

- Buyers, and all members of the procurement team
- Site teams
- Support departments

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

- IT literate and proficient with Microsoft Office
- Experience of working within an office environment
- Experience of organising, planning and allocating work tasks
- General education to GCSE grade A-C or equivalent
- Excellent verbal and written communication skills, and ability to communicate with all levels of seniority
- Highly motivated and willing to progress career within the procurement discipline

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The ability to be flexible and evolve due to the ever-changing nature of the industries within which we operate

A team player, while also having the ability and confidence to constructively challenge

Desirable

Degree-qualified in a relevant discipline, or;

Knowledge of materials buying within the construction industry

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.