

# come and work with us



 **Barhale**

## **Assistant Buyer**

### **The Role:**

The role of the Assistant Buyer is an excellent opportunity to grow and develop within the Company and become a valued member of the buying team. Reporting to the Senior Buyer, you will be responsible for the procurement of materials/services and provide purchasing support to the rest of the team.

### **Key Responsibilities:**

#### **Buying tasks**

- Liaising with the site teams to ensure best practice for the procurement of materials
- Procuring goods and services to be delivered to construction sites nationwide
- Raising purchase orders, co-ordinating delivery and full communication of activities to site teams and commercial
- Liaising with suppliers on a daily basis
- Query/issue resolution
- Assisting training/providing guidance to Trainee Buyer position
- Co-ordinating tender support and liaising with Estimating department

#### **Accountabilities**

- Proof reading own work prior to issue
- Checking the work of Trainee Buyer and advising on improvements
- Operating within financial governance levels
- Ensuring prioritisation and maintaining efficiencies
- Maintaining positive supplier relationships
- Adherence to procurement procedures at all times

#### **Administrative responsibilities**

- Administering material order documentation
- General administrative responsibilities within the department
- Implementing, monitoring and updating procurement programme/schedule

### **Key measures & targets:**

- Familiarity with procurement systems – electronic and manual
- Understanding the products and services required by Barhale Plc
- Being a team player
- Collaboration with other departments/divisions, clear understanding of company structure

### **Key relationships:**

- All members of the Procurement team
- Site/Commercial teams
- Other support departments including Estimating, Accounts, IT

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## Person Specification:

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

### Essential

Experience of working within an office environment  
Experience of organising, and planning of own workload  
IT literate and proficient with Microsoft Office  
General education to GCSE grade A-C or equivalent  
Excellent verbal and written communication skills  
Excellent interpersonal skills and confident communicator with all levels of seniority  
Highly motivated and willing to progress career within the procurement discipline  
The ability to be flexible and evolve due to the ever-changing nature of the industries within which we operate  
Team player, with the ability to communicate proactively with senior staff

### Desirable

A knowledge of materials buying within the construction industry would be advantageous  
CIPS qualifications advantageous/working towards

### 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](mailto: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.