

ROLE PROFILE

ROLE TITLE	Junior Buyer
DEPARTMENT	Commercial
OPERATING ASSOCIATION/ DIRECTORATE	Orbit Homes
RESPONSIBLE TO	Senior Buyer/Commercial Manager
RESPONSIBLE FOR	None

ROLE PURPOSE

- Provide support and ensure efficient and accurate management of the P2P (Purchase to Pay) system used within Orbit Homes (Microsoft D365) with respect to Purchase Ordering and invoice queries and to actively manage and resolve Supplier queries in relation to invoice queries to ensure its efficient use whilst ensuring compliance with Group Standing Orders.
- Support/assist the Buyer in ensuring and managing the material requirements for all regional developments making sure they are provided with building materials, hired and owned plant, equipment, welfare, PPE, sundries, consumables, temporary labour to enable the site teams to build to the correct specification and quality, in a timely and commercial manner to deliver results against budgets and to closely review, monitor, maintain and where possible continuously improve procurement processes and procedures.

ACCOUNTABILITIES/RESPONSIBILITIES

- The role needs strong focus and key responsibility on the efficient management of the Companies P2P System.
- Become an expert user of D365 and provide support to the wider Orbit Homes business in conjunction with working alongside the Centralised Procurement Team and taking a proactive role in relation to system development.
- Ensure payment of invoices are made within the agreed payment terms and with the necessary approval in line with Group Standing Orders.
- Ensure invoices are accurately Goods Received to enable 3 way matching and process accordingly within D365.
- Manage and ensure the correct payment of invoices that are received with no Purchase Order number.
- Monitor and manage invoice queries and resolve any problems within the system to facilitate payment within the agreed payment terms.
- To actively manage and resolve Supplier queries in relation to invoice

queries, liaising with the relevant department involved and dealing direct with the Supplier.

- To monitor Purchase Orders that are yet to be invoiced but have been goods receipted to ensure accurate cashflow forecast.
- To monitor Open Purchase Orders to ensure cancelled orders are accurately managed in D365.
- To be the central liaison point between the various teams within Orbit Homes. Centralised Procurement, Accounts Payable, Finance and Suppliers.
- Work closely with the Buyer to review, monitor and maintain procurement processes and procedures.
- To have the ability to communicate effectively with the supply chain, staff and other regions.
- Sourcing and contacting suppliers and specialist manufacturers/suppliers.
- Assist in the reviewing and negotiating material orders.
- Support the raising of material orders in line with procurement procedures.
- Respond to site requisitions in a timely manner.
- Assist in the delivery of procurement improvements and cost reductions.
- Provide support to improve upon and expand current Group Deals and rebate agreements.
- Assist in the preparation of material schedules to send out to enquiry.
- Support in the issuing of scheme tenders.
- Support in the analysis of tender submissions including the cost benefit of the proposals and associated opportunities.
- Assist in Producing a material Procurement Delivery Plan for each development.
- Support and develop effective business relationships within the supply chain.
- Support in the building and maintaining of an efficient, value for money supply chain for the Regional Office.
- Maintain up to date and accurate records of suppliers and specialists using the company system.
- Support the Buyer in the ensuring of continuity of supply to minimise/eliminate delays in deliveries to sites, understanding site logistics mitigating issues.
- To assist the Buyer with the setting of, reviewing, monitoring and reporting of Key Performance Indicator reports within the supply chain.
- Support the 360-degree supplier feedback reviews along with maintaining all actions and reporting.
- Assist the Buyer in the management of material spend and stock control.
- Support the development of and maintain a database of material costs and quantities for the standard house-type range.

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS

Essential	<ul style="list-style-type: none"> • Previous procurement experience • Good knowledge of purchasing, negotiation and commercial awareness. • Ability to prioritise a varied workload and work under pressure and meet deadlines while maintaining a high level of accuracy. • Good organisational, negotiation and analytical skills. • Sound judgement and decision making. • Problem solving skills. • Collaborative working. • Attention to detail. • Fast learner. • Excellent communication skills. • Results Driven. • Conscientious. • Good Excel skills.
Desirable	<ul style="list-style-type: none"> • Experience of D365 Operating system or similar P2P systems. • Background and experience in housing procurement or relevant construction experience. • Experience of bid preparation. • Experience of working in a customer facing and/or supplier facing role with problem resolution duties. • Studying for CIPS qualification or similar.