

Assistant Buyer

Ref: EWC-JD118B Assistant Buyer



1. INTRODUCTION

- 1.1.** We pride ourselves in taking a warm and friendly approach to our contracts and projects. For over 33 years we have built a track record of client satisfaction and successful projects in some of the most prestigious and complex buildings in London. We have built a long-term relationship with one of the most high-profile housing associations in London and the home counties, and have a very strong maintenance presence across the area.
- 1.2.** Our work involves mechanical, electrical and public health installation and maintenance across residential and commercial property. We have a particularly strong track record in plant and system upgrades within public spaces where 24/7/365 non-disrupted operations need to take place.
- 1.3.** We look for people who have the right attitude and approach to work and can adapt well to our way of working. We expect our people to fulfil their roles in a flexible, proactive and problem-solving manner. This will mean from time to time asking them to carry out different or additional roles in order to maintain the flexibility and needs we have or the needs of particular clients, consultants and projects.
- 1.4.** We operate a comprehensive Integrated Management System or IMS which enables us to achieve external accreditation on ISO 9001, 14001 and 45001. Our job descriptions are used in conjunction with the over-arching HSE-PR-14 - Health & Safety Roles and Responsibilities document, which adds more detail to explain our expectations.

2. ABOUT THE JOB

The role is a new position within the business operating as an Assistant Buyer based at EWC Perivale Head Office. To support the procurement and purchasing function within the M&E construction sector by assisting in the acquisition of materials, equipment, and services at competitive prices. The Assistant Buyer will ensure all purchasing aligns with project timelines, budgets, and quality standards while maintaining strong supplier relationships.

The role will include ensuring existing and new supply chain members have been appropriately onboarded utilising the company ISO compliant process and procedures.

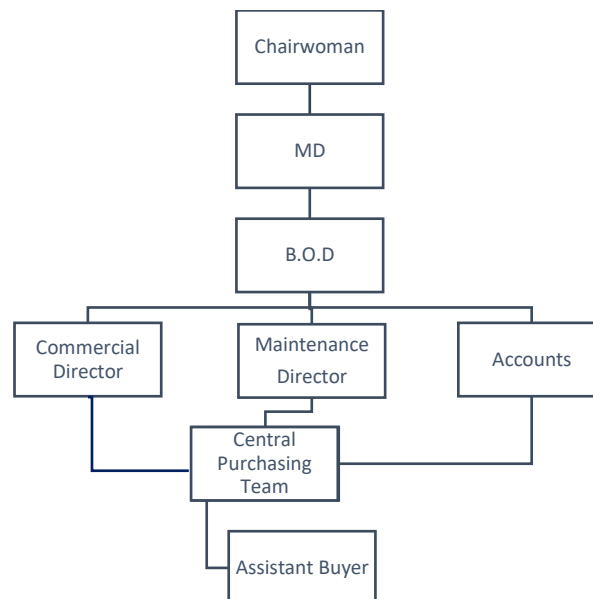
Day to day operations are also to be conducted in-line with commercial best practices, financial compliance and in a manner that provides full audit traceability from source of enquiry through to delivery to the end user.

3. COMPANY STRUCTURE

- 3.1.** The Assistant Buyer will report to the Head of Procurement, Commercial Director and ultimately to the managing director and Chairwoman if required due to absence of the other hierarchy.
- 3.2.** The role will work in collaboration and synergy with all operational arms of the business, the commercial teams and the finance team

3.3. This role carries direct management responsibility for assessing suitability and capability as well as performance monitoring and management of all subordinates

3.4. Organogram



Person Specification

E – Essential; D - Desirable

4. QUALIFICATIONS AND EXPERIENCE

- 4.1.** A relevant qualification in procurement, supply chain management, or construction is advantageous (e.g., CIPS (Chartered Institute of Procurement & Supply) or higher). **(E)**
- 4.2.** Previous experience in procurement or buying within the construction or M&E sector **(E)**
- 4.3.** Familiarity with M&E materials, tools, and equipment **(E)**
- 4.4.** 1-2 years of experience in purchasing, buying, or procurement, particularly within the construction, engineering, or M&E (Mechanical & Electrical) sectors. **(E)**
- 4.5.** Experience of running a waste management system, including the requirements of Waste Transfer Notes. **(E)**
- 4.6.** Some experience in carrying out Portable Electrical Testing (PAT). **(D)**

5. KNOWLEDGE

- 5.1.** Proficiency in Excel for budgeting and tracking orders, and Word for documentation. **(E)**
- 5.2.** Full understanding of how to manage an online inventory and the financial implications stock transactions. **(E)**
- 5.3.** Understanding the construction lifecycle and how procurement integrates into project timelines. **(E)**
- 5.4.** Ability to interpret basic technical drawings or specifications to ensure the correct items are procured. **(E)**
- 5.5.** Some understanding of Health, Safety and Environmental regulations, monitoring and reporting. **(D)**
- 5.6.** Some awareness of Personal Protective Equipment (PPE) requirements and the need to keep a register of all PPE issued to workers. **(D)**

- 5.7. Some awareness of the importance of data security e.g. how to make sure company information **(D)**

6. SKILLS

- 6.1. Excellent planning and organisational skills. **(E)**
- 6.2. Confident, articulate, and able to build strong relationships with suppliers and internal stakeholders. **(E)**
- 6.3. Ability to influence and negotiate positive outcomes with supervisors, operatives and third parties. **(E)**
- 6.4. Ability to conduct stock audits. **(E)**
- 6.5. Able to conduct research, show reporting skills and able to analyse information and present it in a helpful way. **(D)**
- 6.6. Ability to maintain accurate records and use a range of digital packages (Microsoft 365 or similar). **(D)**

7. OTHER

- 7.1. The ability to travel to a range of sites, full UK Driving Licence. **(E)**
- 7.2. Must be comfortable with the physical element of the role, including manual handling, working at height and generally being on your feet for extended periods. **(E)**
- 7.3. Appreciation that there might be out of hours working, agreed in advance. **(D)**
- 7.4. Positive approach towards learning and development – supporting a large number of electricians and the need to test appliances at the stores and head office (part of the same building). **(D)**

8. DUTIES

- 8.1. Assist in sourcing and purchasing materials, tools, and equipment specific to M&E construction (e.g., electrical wiring, HVAC components, lighting fixtures, piping systems & etc.).
- 8.2. Ensure the timely delivery of goods and services to meet project deadlines.
- 8.3. Track daily sales and weekly trade, ensuring all actions for your categories are executed efficiently.
- 8.4. Liaise with suppliers to obtain quotes, negotiate pricing, and secure favourable terms.
- 8.5. Build and maintain strong relationships with existing and new suppliers to ensure a reliable supply chain.
- 8.6. Raise purchase orders (POs) accurately and process them in line with company policies.
- 8.7. Track orders and resolve any issues related to delays, shortages, or discrepancies.
- 8.8. Manage the critical path, ensuring timely communication of any delays to wider team
- 8.9. Monitor and manage procurement costs to stay within project budgets.
- 8.10. Assist in preparing reports on procurement performance, including cost savings and supplier evaluations.
- 8.11. Ensure all procurement activities comply with company policies, project specifications, and industry regulations.
- 8.12. Oversee samples and approval processes, ensuring accuracy and efficiency.
- 8.13. Attend all fit sessions and provide input where needed
- 8.14. Support the Buyer in supplier meetings, lessons learned, and range-building discussions
- 8.15. Understanding the financial impact of all transactions in the department.