

Purchase Orderer / Buyer

NRI Civils are currently recruiting for a Purchase Orderer / Buyer to join our fun and vibrant hardworking team on a permanent basis.

This is an excellent opportunity for a candidate who has gained valuable experience within the construction sector, with a buying background, who is looking to further their career working for a multimillion pound company, is keen to learn and become a valuable asset within our Buying Department.

About NRI

NRI Civils was formed in 2012, and is involved in the constructing of major Civil Engineering works (Roads and Sewers) and private Groundworks (Foundations, Concrete Floors etc.) for national house builders such as Persimmon Homes, TaylorWimpey, Morris Homes and Orbit Homes and has an annual turnover of circa £13million.

Our management team is based in our Head Office (Great Oakley, Northants) and we are split into four departments.....Construction / Commercial / Buying / Accounts. The whole team benefits from a friendly but cohesive working environment, and our main strengths are being forward thinking by taking a proactive stance on day to day activities which can improve our efficiency and working environment.

Our main objective is to form a 'Partnership' with our clients and suppliers, to continue to provide a personal and professional service.

Responsibilities / Duties;

- Reporting to the buying manager
- Daily management of purchase ordering of materials, plant and machinery required on site, and maintaining a quality service from suppliers, most importantly ensuring materials are received on time as requested.
- Working with the Buying Manager to obtain competitive quotations for all materials, plant and machinery, collate and analyse to assess the best supply chain.
- Working with the Accounts Department to verify invoice queries when not automatically sanctioned via the purchasing information system.

Candidate Attributes

- Polite and professional manor
- Hard working
- Previous buying experience essential
- Experience with Microsoft Office and general computer literacy
- Organised and able to work within tight time restraints
- Multi-tasking and prioritising tasks, whilst ensuring all deadlines are met.
- Good communication skills both verbally and in writing

Working Hours

- Monday to Friday 8am – 5pm
- Lunch hour 12.30pm to 1.30pm

Salary

- Competitive dependant on experience

Reporting To

- The Buying Manager

Applicants Please Email CV to:

- enquiries@nricivils.co.uk