

Job Description

Title	Buyer
Reporting to	Products Supply Manager
Salary	£ dependant on experience
Role	Full Time, Permanent 37.5 hrs per week – you may occasionally be required to work additional hours or weekends to support operational requirements.
Location	Bilston or Nottingham - some travel between locations and to suppliers may also be required.
Benefits	Pension scheme, SAYE scheme, Cycle to Work scheme, Occupational Health scheme, Private Health Care scheme, Bonus eligibility, Life Assurance, Training, Employee Assistance Programme inc. Exclusive Offers - An online portal offering vouchers and discounts & 25-day Annual Leave plus Bank Hols, Holiday Purchase Scheme.

Company Overview:

Hill and Smith Infrastructure Limited is a leading provider of infrastructure solutions, specialising in road construction and maintenance products. We are committed to delivering high-quality, innovative, and cost-effective solutions that support the needs of our customers and communities.

Job Overview & Purpose:

This role sits within the Commercial Department and plays a key part in supporting procurement activity across the business.

The Buyer is responsible for ensuring effective sourcing, supplier management, and order processing to support operational and commercial requirements. The role requires strong commercial awareness, excellent communication skills, and the ability to manage multiple priorities in a fast-paced environment.

The position has a direct impact on cost control, supply continuity, and overall business performance.

Key Accountabilities & Responsibilities:

- Actively negotiate best prices with suppliers
- Seek optimal routes for supply, engaging with new supply chain partners where needed
- Work with commercial & sales teams to forward plan procurement based on forecast & secured demand
- Raise orders in the system, follow up and maintain status with suppliers and feed information to requisitioners
- Communicate risks / opportunities to the wider team
- Work with the logistics team to optimise use of internal transport and minimise external costs
- Maintain standard costing with the ERP (D365) under guidance of line manager
- Maintain transactional accuracy in the ERP
- Complete basic Due Diligence and setup checks on new suppliers
- Complete month end Open purchase order accrual for material orders

General:

- Strong and clear communication with both internal and external stakeholders
- Strong focus on positive outcomes
- Highly organised and able to prioritise tasks
- Proactively suggests new ideas for improvement
- Proficient in Microsoft packages (specifically Excel and Dynamics 365) and other IT tools used by the business

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

V=CV

I = Interview

C = Certificate

T = Test

R =Reference

	Essential	Desirable	Category
Qualifications			
Degree / Industry Equivalent qualification		X	C
Appropriate education for the task, may include Degree, HNC etc.	X		C
Experience			
Minimum 2 years in manufacturing and/or highways industry		X	V
Minimum 2 years in procurement role	X		V
Knowledge			
D365 knowledge		X	I
Procurement best practise	X		I
Permanent and Temporary Barrier / HVM product knowledge		X	I
Skills			
Ability to influence colleagues and external contacts to help achieve success in the role	X		I
Ability to prioritise tasks, work to, and set deadlines and function effectively under pressure with competing demands	X		I
Ability to maintain records to high level of accuracy and proactively seek information to enable completion	X		I
Excellent attention to detail	X		I
Must be capable of making informed decisions within remit and present recommendations or updates to senior management when required	X		I
Additional Attributes			
Willingness to learn	X		I
Good knowledge of Microsoft Office packages in particular Excel	X		I
Ability to multi task, set own priorities and be flexible to changing needs of the business	X		I
Self-starter, takes initiative	X		I
Good Communication Skills	X		I
Ability and desire to solve problems	X		I
Strong commitment to continuous learning and self-development	X		I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

The Operating Unit will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This document outlines the duties required at the time of employment, although it is not a comprehensive or exhaustive list.

This job description is current at the date shown, but in consultation with you, may be changed by the Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

This employer undertakes a range of pre-employment checks including right to work qualification, references, etc.

Hill & Smith Infrastructure Ltd are committed to promoting equality, valuing diversity, and working inclusively, we uphold the principles in our behaviour and working practices - we are committed to providing equality of opportunity in all areas as an employer, whether in recruitment and selection, promotion or training and development. As we grow, we understand that we must have the most talented employees with diverse backgrounds, cultures, perspectives, and experiences to support our innovation and creativity.

Name:

Signature:

Date: