



**Role:** Project Buyer

**Reporting to:** Commercial Lead

**Required by:** ASAP

**Location:** Thames Water regional sites and offices, other travel when and where required by the business

**Duration:** Permanent

**Salary:** Competitive

At Glan Agua, we believe that people are the core of the business. We know that to build successful creative teams - we need a diverse workforce that can deliver new innovative ways of thinking. We provide an environment where you will have the freedom to develop and grow to your full potential.

Glan Agua is seeking water and wastewater experienced Project Buyer to join our growing water and wastewater business. As a Project Buyer, you will be responsible for the successful delivery of the buying and procurement activities through to handover of our projects to time, cost, program & safety while understanding and in agreement with the client's project requirements.

**The role:**

As the Project Buyer, you will be a key link in the project team in making the project and its performance of the project a success. You will be part of an integral team bringing skills and experience with demonstrable buying and procurements and experience to the team. Working closely with the Senior Project Manager, Project Manager, and Commercial Team, you will ensure that all buying and procurement activities are planned and executed to meet the project requirements in a safe, time, and cost-effective manner.

You will be accountable for the efficient planning, execution, and quality of all buying and procurement activities for the projects you are working on.

**Responsibilities:**

- Acts as the interface between the various operations or project personnel
- Utilise our existing supplier networks and select other key suppliers that will ensure the quality of delivery and service
- Negotiate, prepare and approve external agreements while ensuring that the objectives defined by the Commercial team and Purchasing Department are in line with our contracts
- Ensure that the order or contract clauses are complied with
- Manage supplier complaints and non-conformities
- Manage financial reporting for each business transaction in order to be able to compare the outcome of agreements with the initial price
- Track all stages relating to purchasing up to final acceptance
- The role will involve sourcing, building, and maintaining supplier relationships, ensuring materials are purchased on time and to a high quality.
- Reviewing suppliers and ensuring they meet KPIs, and agreements put in place.
- Act as an intermediate between suppliers and the other departments/projects within the business.



- Ensure stock is kept to optimum levels, working closely with operations and our onsite storage facility's.
- Research for new suppliers and component suppliers when required.
- Maintain the purchase records and important data on the systems (ERP/MRP)

#### **Accountabilities:**

- Process requisitions and material orders to quality, time, price, and quality
- Expedite orders
- Liaise with suppliers
- Follow Framework Agreements with preferred suppliers and purchase within the Frameworks
- Send out inquiries for quotations against project or tender requirements
- Deliver agreed KPIs
- Negotiate deals and long-term arrangements
- Comply with procurement procedures
- Ensure vesting arrangements are achieved in line with contractual requirements
- Early recognition of issues and managing them to a satisfactory conclusion.
- Provide help and assistance to other members of the procurement team with regard to technical and scheduling matters.
- Preparation of spreadsheets for expediting and costing.
- Preparation of progress reports
- Sub-contract approval – manage a list of approved sub-contractors.
- Sub-contractor performance and feedback – measure performance,
- Supplementary conditions – develop standardized supplementary conditions to suit various contract types i.e., labour supply, welders, etc.
- Sealing of sub-contracts.
- Interface with key suppliers and conduct performance reviews, including forecasts, partnering activity, and strategic planning
- Input of all data into SAP – verify CIS, VAT & insurance details.
- Professional Indemnity Insurance – ensure PI certificates are valid on an annual basis and verification for design-related sub-contracts.
- Liaise with the Commercial Manager to ensure T & Cs are reviewed and updated in accordance with the latest legislation.
- Sub-contract strategy.
- Sub-contractor start-up meetings, develop agenda, assist project teams.
- Commercial Framework – maintain relevant sections.
- Supply Chain Management – develop, place and manage Framework agreements across Glan Agua.
- Liaison across Glan Agua regarding sub-contract procurement and encourage standardization.

#### **Qualifications:**

- A level, or equivalent (foundation degree or HND)
- A level, or equivalent (undergraduate degree).
- CIPS Level 3 Advanced Certificate in Procurement and Supply Operations
- CIPS Level 4 Diploma in Procurement and Supply
- CIPS Level 5 Advanced Diploma in Procurement and Supply



**Desirable requirements:**

- Critical path management – set out milestone dates at the start of projects to ensure all deadlines are clear. Coordinate with factories and relevant internal departments to ensure all deadlines are hit. Be the owner of the product throughout the critical path. B
- Project management qualification or relevant experience
- Highly self-motivated and able to work on their own initiative
- Analysing drawings, bills of materials, and other project documentation to estimate costs.
- Raising POs for raw materials and component parts
- Identification and assessment of new vendors
- Working proactively to resolve any supply issues with the overall objective of improving OTIF
- Knowledge and understanding of construction materials
- Good communication skills
- Strong maths and budgeting abilities
- Analytical thinking skills
- Negotiation skills.

**Personal Attributes / Values:**

- An organizer who can coordinate on multiple fronts
- Structured thinker
- Client-focussed
- Facilitator of innovative thought and ideas
- Strong leadership qualities
- Commercial & Contractual Awareness
- Excellent attention to detail
- Strong team player but also able to work as an individual
- Ability to prioritize a varied workload and demonstrate good time management to comply with deadlines
- Able to work in a busy environment under pressure
- Excellent communication skills
- Possess a “can do” attitude and can provide support to other members of the team as required
- Must be a natural problem solver
- Able to keep a cool head under pressure
- Methodical, organized, and accurate with excellent attention to detail

**What we offer you:**

- Competitive Salary
- Opportunity to Develop & Progress
- Opportunity to join an ambitions company

**If you are interested, we would love to hear from you.**

**How to Apply:**

To apply for a position please send CV to [recruitment@glanagua.com](mailto:recruitment@glanagua.com)