



Are you ready to build your career in procurement and supply chain management? Stepnell is looking for a motivated and detail-oriented Assistant Buyer to join our team. You'll work closely with our Senior Buyer and operational teams to ensure efficient project procurement, driving value and supporting our East Midlands construction projects.

Reporting to the Senior Buyer, the key responsibilities:

- Purchase materials and hire plant/equipment for construction projects
- Build strong relationships with site teams, and supply chain partners
- Meet or exceed buying targets set by the Regional Commercial Manager
- Identify and evaluate suppliers, negotiating favourable terms and issuing purchase orders
- Prepare tenders, analyse results, and ensure compliance with project requirements.
- Review and update procurement schedules, liaising with project teams and suppliers
- Assist in tender reviews and resolving discrepancies in specifications or pricing
- Maintain effective supplier relationships and consolidate materials for maximum benefit
- Manage invoicing, cost reporting, and procurement schedules to maximise efficiency
- Ensure compliance with safety, health, and environmental standards
- Use supply chain agreements and maintain organised records
- Support the buying team in implementing the Group's Supply Chain and achieving best value for money
- Promote Preferred Suppliers, Framework Agreements, and MIS systems to enhance team efficiency

The ideal candidate:

- Proven experience in procurement, buying, or supply chain management, ideally within the construction industry
- Proficiency in using ERP or procurement systems to streamline purchasing operations
- A relevant qualification, such as a degree in Supply Chain Management, Procurement, Business Administration, or a related field, is beneficial but not essential.

### **Why Stepnell**

At our core, we are committed to inspiring, nurturing, and investing in our people, ensuring that their careers are both fulfilling and rewarding. As proud holders of Investors in People Gold accreditation, we recognise that our employees are the driving force behind our success. We value everyone's contribution and curiosity rules within our teamship philosophy. We aim to empower our people to make a difference and drive positive change across our business and services.



**COMPLETE CONSTRUCTION PARTNER**

To show our appreciation, we offer generous and competitive benefits including, an enhanced pension scheme with a Stepnell contribution of 7% to help secure your financial future, annual leave that increases with service and the flexibility to purchase more, market-leading employee referral scheme, and for eligible roles comprehensive health coverage, adjustable start and finish times and a car allowance or company car.

Join us in a collaborative and inclusive environment where your well-being is our priority, and your contributions are truly valued.

### **About Us**

We are a family-run business with a history of more than 155 years, we are stable and reliable, making long-term decisions in the best interest of our people and customers.

Our unique and growing capabilities span construction, property development, energy, joinery, and concrete repairs, enabling us to meet the diverse needs of our customers. With six regional offices in Nottingham, Liverpool, Rugby, Wantage, Bristol, Southampton, and Poole, across 3 business units, our geographical reach allows us to maintain high levels of repeat business, currently representing 75% of our turnover.

Our team of experts rises to every challenge, we are proactive problem solvers, and collaborate every step of the way, ensuring our customers have a smooth experience.