



COMPLETE CONSTRUCTION PARTNER

Buyer

We are seeking a proactive and skilled Buyer to join our Midlands team, you will work from our office in Rugby. In this role, you will support the Midlands team to the efficient and effective procurement of materials and equipment for construction projects across the Midlands. You'll play a vital part in achieving the best overall value for money while building strong relationships with project teams, regional offices, and suppliers.

Reporting to the Regional Commercial Manager, the key responsibilities are:

- Purchase materials, including plant and equipment hire, for construction projects.
- Base procurement on whole-life costings to ensure best overall value.
- Negotiate and place purchase orders with suppliers to achieve optimal benefits for the company.
- Set up bulk orders for projects, allowing teams to call off materials directly.
- Identify potential suppliers and analyse tender returns for cost, specification, and compliance.
- Maintain strong working relationships with preferred suppliers and demonstrate the value of their agreements to project teams.
- Identify opportunities to consolidate materials for maximum benefit.
- Collaborate with site teams to review procurement schedules and ensure the timely delivery of materials.
- Support pre-construction teams with advice on alternative products and supply chain options.
- Provide input on specification and price discrepancies during project tender reviews.
- Prepare and maintain cost reports to enhance business efficiency.
- Regularly update procurement schedules to reflect accurate financial information.
- Notify project surveyors of material cost variations and track all financial losses.
- Attend monthly Cost Value Reconciliation (CVR) meetings.
- Ensure all procurement activities comply with safety, health, and environmental requirements, including CoSHH regulations.
- Follow supply chain agreements and maintain well-organised records of procurement activities.
- Use group buying agreements and company systems to optimise procurement processes.
- Assist in developing procurement skills across the team and foster collaboration with regional and head office functions.

The ideal candidate:

- Experience in procurement or supply chain management, ideally within the construction industry.
- Familiarity with supplier agreements and a good understanding of materials and equipment used in construction.
- Ability to work collaboratively with site teams, regional offices, and external stakeholders.

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



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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.

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, 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.