

Job title	Buyer
Reporting to	Senior Buyer - Procurement
location	Huthwaite
Job summary	<p>Svella Connect is a leading provider of telecoms and digital infrastructure, building and installing high-speed broadband networks to help connect businesses and residents with full-fibre internet. With depots in Warrington, Leeds and Huthwaite, Nottinghamshire, we are a leading contractor for telecoms and internet providers such as Virgin Media and Openreach – and carry out a range of projects across Yorkshire, Midlands and the North West.</p> <p>Our vision is to be the employer of choice in the industry by investing in long-term growth, introducing technology, innovation and developing efficient ways of working to ensure excellent service for our clients and their customers.</p> <p>An opportunity has arisen for a Buyer on a permanent, full-time basis in our business. As a Purchasing Assistant, you will assist the Buyers in the procurement process as required of materials, equipment, other goods and services in accordance with the approved procedures.</p> <p>The ideal candidate will have a professional, proactive approach. An effective communicator confident enough to deal with our Supply Chain. This role would suit a candidate who is self-motivated, with an organised and methodical nature who is happy to work individually and as part of the wider purchasing team.</p> <p>What you'll be doing day to day</p> <ul style="list-style-type: none"> ● Management of the authorized vendor list including maintaining relationships with existing suppliers and onboarding new ones ● Negotiating with suppliers to agree prices, quantities, delivery schedules and exclusivity deals ● Identifying quality standards and ensuring that all products meet those standards ● Ensuring materials are delivered on time ● Reacting to any changes in customer demand ● Adapting product offering based on customer feedback and behaviour ● Keeping detailed records and maintaining a well-organised work schedule ● Dealing effectively with challenges with suppliers and the flow of materials ● Ensuring compliance with the safety, health and environment requirements of materials and services ● Order processing from Pricebook system ● Dealing with order, delivery and invoice queries where necessary ● Working alongside and liaising with project teams ● Ensure compliance with client framework and Svella Connect preferred suppliers ● Production of reports where necessary ● Travel and accommodation bookings <p>Other duties include:</p> <ul style="list-style-type: none"> ● Development of strong team working relationships ● Ensuring compliance to processes and procedures <p>Assisting with transfer from internal purchase order system to Business Central</p>

Skills, qualifications and experience required	<ul style="list-style-type: none"> ● A positive and enthusiastic approach to work ● Experience in within telecommunications advantageous ● Commercial and contractual awareness advantageous ● Spreadsheet skills ● Knowledge of Business Central advantageous ● Trustworthy and ethical approach, exercising discretion where required ● Organised, structured and professional, with a passion for excellence ● Flexibility, resilience and the ability to influence and build relationships at all levels ● Commitment to the provision of excellent customer service ● Self-starter who has the ability to prioritise a varied workload and demonstrate good time management to comply with deadlines ● Desire to understand and promote the Company purpose, vision, values and culture
Salary & Benefits	<p>For the right candidates we offer an attractive benefits package in a rapidly expanding forward thinking company. Competitive salary depending upon experience and qualifications.</p>
Applications	<p>All applications in writing, including full CV to: recruitment@svellaconnect.com or please visit our candidate portal via our website https://www.svellaconnect.com/careers</p> <p>At Svella, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.</p>