



## Buyer

### The Company

George Cox & Sons Ltd are a North West based civil engineering and highways contractor with over 70 years' experience. Specialising predominately in long-term framework contracts with Local Councils and Transport Authorities we have a proven track record of delivering high quality schemes.

Due to our reputation of working in a safe, cost effective and collaborative manner we are repeatedly invited to participate in early contractor involvement and value engineering solutions.

Incorporating a family value approach to our workforce and we believe in investing in our employees training. In 2019, we won the CECA North West "Project over £5m", and this year won the North West Family Business Award for Large Engineering.

We have recently been successful in securing long time frame works with Stockport, Bury, Bolton & Blackpool Councils.

### The Job

<b>Job Title:</b>	Buyer
<b>Contract:</b>	Permanent (subject to completion of a 3-month probationary period)
<b>Location:</b>	Head Office, Hall Lane, Farnworth BL4 7QF
<b>Working Hours:</b>	37.5 hours per week Monday – Friday: 09.00 – 17.00 (30 min unpaid lunch break)
<b>Holidays:</b>	35 days including bank holidays (Pro-rata for 2021) <i>7 days are to be taken at the Christmas Shutdown</i>
<b>Remuneration Package:</b>	£28,000 - £30,000 per annum (depending on experience) Annual Profit Related Bonus Workplace Pension Accident and Life Cover (after successful probationary period)

### Candidate Skills

#### Essential

- Experience within the Construction Industry.
- Experience in a plant hire and construction materials purchasing role.
- Able to work to under pressure and to deadlines, whilst maintaining a high level of accuracy
- Working knowledge of MS Office, particularly Excel
- Excellent Administration Skills

#### Desirable

- CIPS qualified or working towards.
- Ability to understand Construction Drawings.

#### Personal Qualities

- Team Player
- Ability to use own initiative
- Efficient and organised
- Able to Manage own workload

## Roles & Responsibilities

- Answering calls from suppliers and sites.
- Raising plant and materials orders with suppliers and entering onto database.
- Completing cost comparisons for materials.
- Updating plant and materials databases to include changes on site and all plant paperwork.
- Assisting estimating in providing materials prices for tenders.
- Checking, authorising and querying plant and materials invoices against purchase orders.
- Working with accounts team to ensure month end deadline is met and queries are logged and recorded accurately.
- Assisting the Facility Manager in reviewing pricing agreements and suppliers.
- Inputting yard stock information against database.
- General administration duties as required
- Maintain sub-contractor database – chase up insurances and other info

## How to Apply

If you wish to apply, please submit your CV with a brief covering note to:  
Sarah Byrne, HR & Training Manager  
[hr@gcox.co.uk](mailto:hr@gcox.co.uk)

*George Cox and Sons Ltd are an equal opportunities employer*