

Trainee Buyer

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Company: KHR - Recruitment Specialists

Location: United Kingdom

Category: business-and-financial-operations

Job Details

Updated: Mon, Mar 25, 2024 12:16 PM

Our client is a leading National Construction business who have been established for almost 20 years.

Due to business growth, they are looking to recruit a Trainee Buyer to join their friendly team on the outskirts of Maidstone.

This is an entry-level role that would suit an ambitious and enthusiastic school/college leaver who is looking to build a career and join a company that can offer training and development.

The Trainee Buyer will work within the Procurement team and assist them with their day-to-day tasks including:

Create and manage purchase, hire, and sub-contract orders

Liaise with Project Managers regarding items purchased and delivery dates

Maintain accurate records of all transactions

Ensure all suppliers are approved

Build and maintain relationships with suppliers

Monitor spend against budgets

Respond to any internal and external queries

Stock control

This is a fantastic opportunity to join an established, growing business that can offer full training for someone looking to take on their first job.

Hours will be Monday to Friday 8am-5pm. Starting salary of £18,000 increasing to

£18,500 after successful completion of a probation period.

At KHR we take care to ensure that you are represented as well as possible so it is worth checking your CV for layout, spelling and grammar as well as making sure it is up to date before you submit. If you feel you need to highlight particular qualifications, skills or relevant experience with regards to a specific role then please add a cover letter or a preface page. This does not need to be formatted in the same manner. In addition, if your CV is heavy with graphics etc, please could you also submit a “clean” copy in Word. Thank you.

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