

WE'RE HIRING

JOIN ONE OF THE UK'S FASTEST GROWING COMPANIES



BUYER
/HG

BU

QTS is one of the UK's leading rail contractors.

This position would make a great step for someone who is keen to start their career in the Railway/ Procurement Sector or make the transfer from Builders Merchant to Contractor.



QTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.

Required Skills/Knowledge:

- Main contractor or merchant background, construction, civil engineering or rail sectors
- Construction materials and supply chain knowledge
- Trustworthy team player with time management, ability to prioritise workload and business requirements
- Initiative, ability to work to deadlines as instructed
-
-
-
-
-

Responsibilities include:

Prepare and issue supplier enquiries, produce comparison sheets for supplier enquiries. Liaise with site personnel to fulfil their day-to-day procurement requirements and raise orders. File emails, tender enquiries, quotations, and comparisons within Dynamics NAV procurement system. Obtain new company details, including financial and insurance documentation, complete internal forms, and issue to the relevant department(s) for approvals. Whilst tracking their progress to make sure suppliers are delivering on promises. Ensure data management systems are kept up to date. Maintain up-to-date central electronic filing records of all relevant documentation. Carry out any other duties as necessary within the scope and purpose of the job as requested by their Line Manager. Offer support to other office-based staff, i.e., Finance / Accounting Depts, as required. Work closely with the Civils Asset Management Team, buying, project delivery and commercial teams to ensure that the procurement requirements in terms of budget, programme, compliance and quality are achieved. Consolidate purchases of materials to achieve maximum economic benefit. Where applicable, ensuring an audit trail is maintained for all order transactions, from requisition through to invoicing.

PLEASE SEND APPLICATIONS TO:

RECRUITMENT@QTSGROUP.COM

QTSGROUP.COM

RAIL INFRASTRUCTURE, ENGINEERING
& TRAINING SPECIALISTS

