**Trainee Buyer - Commercial Management Trainee**

A fantastic opportunity to join the Taylor Wimpey Commercial team has arisen. We are looking for a customer focused candidate who is a great team worker, planned and organised.

**The Role:**

**Commercial Management of Housing Projects**

* Calculate all the costs on developments within the Business, reporting any movements in the costs since the preparation of the Land Purchase Exercise. Costs to include, but not restricted to house pricing, labour costs, site work operations and remediation work.
* Provide a detailed cost budget and share with Site Manager at the appropriate time.
* Maintain materials schedules of quantities and price them individually for prime cost budget and liaise with Production on any later amendments and revisions.
* Full procurement process for sub-contractors and suppliers.
* Liaise with Sales and Design and Planning departments with regard to specification on a site by site basis, advise on cost and availability of materials and products.
* Liaise with Production management in respect of the programming and delivery of material supplies and Subcontract issues.
* Negotiate and place orders with Labour and Materials Subcontractors/Suppliers on a competitive tender basis.
* Ensure all specifications and programmes are complied with and that quality is not compromised.
* Place orders for hiring any plant e.g. forklifts, small tools etc. and maintain plant records held within COINS.
* Monitor invoicing procedures and resolve any issues in conjunction with the Finance Department.
* Administration of waste management processes.

**Monitor and report costs**

* Complete the apportionment of total costs to individual plots and produce a profit analysis
* Monitor and explain Sub Contractor cost movements.
* Responsible for Sub Contractor payments, variation orders and day works and settlement of final accounts
* Undertake valuations of production at budgeted cost on a monthly basis and report on savings and excesses against Budget.
* Forecast final accounts.
* Monitor material quality and the performance of Suppliers and Subcontractors in conjunction with site based staff.
* Provide feedback to Suppliers and Subcontractors outlining where an unacceptable standard of materials or performance has been identified.
* Oversee site stock on a regular basis.

**General**

* Be aware of all Codes of Practice that impact on estimating, i.e. Building Regulations, NHBC requirements, HSE etc.
* Monitor, reconcile and recharge any costs, which relate to shared cost items with either other Businesses within the Group, or external Companies.
* Attend Pre Start, Specification and any other relevant meeting as required under the Company’s Operating Framework procedure
* Input and maintain any computer based databases or systems
* Any other duties as required by the Commercial Director and relevant personnel.
* Provide system input support to the buying department.

**The Person:**

* Driving licence or be working towards acquiring one and have their own transport
* A minimum of 3 ‘A’ Levels at Grade C or above
* IT literate and knowledge of Microsoft Office (Excel and Word)
* Experience within housebuilding industry would be beneficial
* Knowledge of Building regulations, NHBC and Health and safety requirements

**Training Progression**

* It will be necessary for the Trainee to enrol on a recognised and relevant training course at a local college. Exam results and college reports will be reviewed at the appropriate time, and continuing employment will be dependent upon satisfactory results.
* The Trainee will be appraised every three/six months to review progress.
* The Trainee’s salary will be reviewed annually

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**