

JOB TITLE: BUYER

ROLES AND RESPONSIBILITY	DAILY ACTIVITIES
<p>Construction buyers are responsible for ensuring that the materials required for construction projects are provided to schedule and according to projected budgets. They have a vital part to play in helping ensure the profitability of contracts since they are responsible for ensuring that the most cost-effective and appropriate materials are purchased.</p>	<p>Typical work activities include:</p> <ul style="list-style-type: none"> • providing prices for all materials included in project plans and drawings; • contacting a range of suppliers and sub-contractors to obtain quotations and agree delivery times; • keeping detailed records and maintaining a well-organised work schedule; • assessing the reliability of sub-contractors and suppliers; • dealing effectively with challenges with suppliers and the flow of materials; • providing advice to the project estimator on the predicted cost of individual items; • liaising closely with the estimator at the tendering stage to ensure that an accurate project cost is provided; • negotiating the most favourable terms possible with suppliers once a contract has been secured. 
QUALIFICATION PRE-REQUISITE	CAREER DEVELOPMENT
<p>Buyers may begin as site clerks, junior buyers, or assistant buyers. They often need continuing education, certification, or a bachelor’s degree to advance.</p> <p>Educational requirements tend to vary with the size of the organisation.</p> <p>Buyers must at least have a Grade 12 as well as be computer literate.</p>	<p>The position of buying is a specialist job and although there may be clear career path, people may be promoted from site clerk to this position.</p> <p>Experienced buyers may advance by promoted to a department that manages a larger volume or by becoming a merchandise manager.</p> <p>Developing to the level of Estimator or Quantity Surveyor is also possible.</p>

<p>PERSONAL REQUIREMENTS</p> <p>The following important qualities are required:</p> <ul style="list-style-type: none"> • ability to analyze technical data in suppliers' proposals; • good communication, • negotiation, and • mathematical skills; • knowledge of supply-chain management; and • the ability to perform financial analyses. 		<p>CHALLENGES</p> <p>To be prepared to work with different people from different departments with different attitudes</p> <p>Buyers and merchandise managers often work under great pressure. Because wholesale and retail stores are so competitive, buyers need physical stamina to keep up with the fast-paced nature of their work.</p>
<p>JOB SATISFACTION</p>		<p>ADVICE FOR JOB SEEKERS</p>
<ul style="list-style-type: none"> • Free working role. • Flexibility and to be independent. 		<p>There is nothing difficult if you are prepared to work hard. (Hard work never fails a person)</p>
		<p>WORKING ENVIRONMENT</p> <p>Most buyers work in comfortable offices or on site in an office.</p>
<p>EDUCATION AND TRAINING</p>		<p>LENGTH OF STUDY</p>
<ul style="list-style-type: none"> • Basic qualification in Business or Finance • Computer literate 		<p>Regardless of academic preparation, new employees must learn the specifics of their employer's business. Training periods vary in length, with most lasting 1 to 5 years.</p>