

CLIVEDEN

CONSERVATION

JOB DESCRIPTION

Buying Administrator

Job Title	Buying Administrator
Department	Commercial
Reports To	Commercial Manager
Location	Taplow Workshop
Hours	Part-time (25-30 hrs)
Contract	Permanent
Salary	Competitive. DOE + excellent benefits
Revision	July 2026

Summary

To provide efficient administrative support to the procurement function by sourcing routine materials, raising purchase orders, coordinating deliveries and maintaining accurate purchasing records.

Working closely with Project Managers, Site Managers and suppliers, the role helps ensure projects receive the right materials at the right time while following company purchasing procedures.

Key Accountabilities

- Provide reliable purchasing support.
- Maintain accurate records.
- Develop supplier relationships.
- Represent Cliveden Conservation professionally.

Key Responsibilities

Purchasing Administration

- Raise purchase orders.
- Obtain quotations.
- Place orders.
- Track deliveries.
- Resolve queries.
- Match delivery notes and invoices.
- Maintain records.

Supplier Liaison

- Act as supplier contact.
- Build relationships.
- Escalate commercial issues.
- Maintain supplier database.

Project Support

- Support Project Managers.
- Coordinate deliveries.
- Chase quotations.
- Source alternatives.

Administration

- Maintain spreadsheets.
- Produce reports.
- Support stock records.
- Ensure documentation is complete.

Continuous Improvement

- Suggest process improvements.
- Support new procedures.
- Assist supplier performance reporting.

Skills, Knowledge and Experience

Skills

- Excellent organisational skills.
- Strong attention to detail.
- Good communication skills.
- Confident using Microsoft Office, particularly Excel.
- Ability to manage multiple priorities.
- Positive, proactive attitude

Knowledge

- Construction and/or building materials knowledge.
- Experience using accounting or purchasing software.
- Eque 2 experience desirable

Experience

- Previous administration experience
- Purchasing Experience (desirable)

Desirable

- Previous construction or practical trade experience.
- An interest in heritage, conservation, or traditional crafts.

Success in the Role

Success will be measured through accurate purchasing administration, timely ordering, effective supplier liaison and reliable support to project teams.

Continuous Professional Development (CPD)

Cliveden Conservation encourages and supports ongoing professional development through training, mentoring and regular reviews.

Structure

Reports to: Commercial Manager

Works alongside: Project Managers, Commercial Team, Finance Team, Site Managers

Important Cross-Functional Roles: Workshop Teams, Yard & Stores, Administration Team