



Buyer – Based - Stirling

Ogilvie Construction, a Scottish based Main Contractor, has an opportunity for a **Buyer** to join our business based in the Head office in **Stirling**.

Reporting to a Senior Buyer, you will you will be responsible for procuring materials and plant for your nominated construction projects, ensuring on time delivery within projected budget

Key Tasks:

- Placing material and plant order efficiently
- Negotiating the best possible prices for goods and services for nominated contracts
- Developing relationships with key suppliers
- Expediting materials and plant and resolving issues where necessary
- Proposing value engineering options to design teams
- Maintaining accurate records of plant on hire for nominated projects
- Liaising with surveying / estimating team regarding budget discrepancies
- Attending pre-start meetings to establish smooth operational set up
- Utilising internal plant and transport
- Liaising with finance team / site regarding invoice queries

Candidate:

- Purchasing / Construction qualification or experience
- An understanding of how construction projects are managed
- Proactive and enthusiastic
- Excellent communication skills both verbal and written
- Good Microsoft office skills, in particular Word, Outlook and Excel
- Ability to meet deadlines
- Commercial awareness and ability to manage negotiations

Hours of work: 8.00am – 5.00pm (1hr lunch)

An attractive package is on offer dependent on experience. Benefits include a competitive salary, profit share scheme and excellent contributory Pension Scheme.

All CV's should be accompanied by a covering letter which details your experience to date and current remuneration and should be sent to Laura Henderson, Group HR Assistant at recruitment@ogilvie.co.uk

Closing date for applications : Friday 21 February 2020

Ogilvie Group is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Candidates are assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.