



Construction Buyers - Stirling

Ogilvie Construction, a Scottish based Main Contractor, has an opportunity for two Buyers to join our business based in the Head office in Stirling. The positions are based on a fixed term contract for 12 months, with the opportunity for one post to become permanent at the end of this period.

Reporting to a Senior Buyer, 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

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.