



Temporary Senior Construction Buyer (Maternity Cover) – Based – Stirling

We have an opportunity for a **Temporary Senior Construction Buyer** to join our business, **Ogilvie Construction Ltd** a major subsidiary of the **Ogilvie Group**. This position will assist with the provision of maternity cover for **6 months. You will be based Stirling Head Office**. You will be responsible for a team of 3 purchasing staff and procurement of materials and plant for our Construction Projects ensuring on time delivery within projected budgets. Construction procurement experience is desirable but not essential as is possession of a Purchasing/Construction qualification. Above all you will show drive and enthusiasm and will be able to work to deadlines.

Role:

Working with an established team on a number of high profile projects you will be responsible for the following:

- Manage existing supply chain
- Establish with the Operational teams contract procurement requirements
- Propose value engineering options to design teams
- Place material and plant purchase orders efficiently
- Negotiate best possible prices and delivery dates for goods and services
- Maintain relationships with key suppliers
- Produce management information reports including cost / value and spend reporting
- Expedite materials and plant and resolve issues where necessary
- Co-ordinate internal transport

Candidate:

You will have proven team management and procurement/purchasing skills. You will have excellent abilities commercially including managing negotiations. An understanding of how construction projects are operated is desirable. Good Microsoft office skills, in particular word, excel and outlooks are essential.

Possession of a full clean driving license

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

The temporary position offers a remuneration package commensurate with experience and qualifications including profit share, pension, free life assurance and generous holidays.

Please email your CV, along with details outlining your suitability for the position and current remuneration to **Pauline Mercer, Group HR Co-ordinator** recruitment@ogilvie.co.uk **closing date for applications is Friday, 14 April 2017.**

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.