

Job Title: Buyer**Job Ref: 004**

Due to continued growth, we are seeking a detail orientated Buyer (procurement lead) to join our company.

The ideal candidate will be procuring materials in line with our prevailing company needs, using our PO Software. This role can be fast paced and requires someone who is highly organised to proactively assist our Contracts Managers and sites. Creating and maintaining good relationships with suppliers along with effective negotiation skills are required.

About Us:

Procladd are acknowledged as an extremely well-established, fully accredited Envelope Contractor specialising in Roofing and Cladding with associated Flat Roofing, Hard Metals and Rainscreen Solutions to the Construction Industry. The Company is credited for providing superior services throughout Scotland.

Job Type: Full-time, Permanent (39hrs per week)
Monday to Thursday 8.00am-5.00pm, Friday 8.00am - 4.00pm, with 1hr lunch break.

Location: Head Office – Hamilton, Lanarkshire

Salary: £30,000 - £40,000 per year

Responsibilities:

- Collaborate with Contracts Managers to understand and organise material requirements.
- Coordinate deliveries to meet evolving site demands.
- Evaluate supplier quotations and cross-reference Bills of Quantities.
- Negotiate competitive pricing while fostering strong supplier relationships.
- Raise purchase orders using our internal PO system.
- Monitor supplier performance in line with our IMS standards.
- Resolve invoice queries in collaboration with the Accounts team.
- Adhere to internal policies and procedures.
- Work closely with Estimating and Technical teams throughout project lifecycles.
- Action material schedules to meet project specifications.
- Provide updates to management and support wider business needs as required.

Essential Qualities of Candidate:

- Experience in a previous Procurement/Buying role.
- Ability to create and maintain good relationships with suppliers.
- Excellent negotiation skills.
- Managing costs within a budget.
- Can cope in a fast paced environment.
- Organised.
- Highly motivated.
- Able to work on own initiative.
- Efficient in Microsoft Office Suite - Word, Excel, Outlook etc.
- Effective written and oral communication skills.
- Excellent interpersonal skills.
- Ability to follow instructions and execute effectively.

Highlights:

- 34 days holiday, this includes Public, Annual and Statutory days, per year.
- Bonus Scheme
- Company Events
- Company Pension
- Cycle to Work Scheme
- Life Insurance
- Private Medical Insurance
- Birthday Day Off

Please email your CV to emma@procladdsmallworks.com and frasers@procladdsmallworks.com