



Buyer

Our Procurement Department is seeking to hire a Buyer in order to expand our team. Your role as Buyer will be to support the Facilities Manager in managing the procurement of materials and services for civil engineering projects.

Your procurement expertise and knowledge of the construction industry will be vital in supporting project delivery, maintaining strong supplier relationships, and achieving the company's goals.

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| Job Title: | Buyer |
| Reporting to: | Facilities Manager |
| Location: | Head Office: Hall Lane, Hall Lane Works, Farnworth, Bolton, BL4 7QF Some travel to our Bredbury Depot and sites across the North West will be required |
| Contract Type: | Permanent (subject to successful completion of a 3-month probationary period) |
| Working Hours: | 42.5 hours per week Monday – Friday: 08:00 – 17:00 (30 min unpaid lunch break) |
| Remuneration Package: | Negotiable (depending on experience) Annual Profit Related Bonus Workplace Pension Accident and Life Cover (after successful probationary period) |
| Holidays | 35 days including bank holidays (pro rate for Part time) <i>Sufficient days will need to be saved for the Christmas Shutdown</i> |

About Us

We are a specialist civil engineering and highways contractor serving local and transport authorities throughout the North West of England. Our aim is to deliver sustainable projects within the North West, enhancing infrastructure and accessibility of communities, whilst minimising environmental impact and reinvesting locally.

With over 75 years of experience working on North West highway projects, we have gained a distinguished reputation for delivering hugely successful schemes. Our multi award-winning collaborative and proactive methods guarantee the best level of service for our clients.

The business provides a wide range of civil engineering and highway construction services, utilising its highly skilled internal workforce and a network of subcontractors. Its area of expertise lies in executing intricate and challenging projects, including but not limited to drainage schemes, intersection enhancements, and public infrastructure development.

The majority of our income, approximately 80%, is generated from extended framework contracts with local Northwest authorities, which typically span from 4 to 10 years. In addition, the company also serves House Builders and Tier 1 Contractors, carrying out S278 and S38 works on their behalf.

We thrive by working with our clients from early inception of the project to provide cost effective solutions. Additionally, we assist clients in preparing funding bids and provide initiatives in community engagement and methods of delivery. Our Social and Environmental responsibility track record is exceptionally strong, surpassing our competitors on Quality Bids and Social Value Matrices. Our Clear Management controls and structure ensure efficiency, and as partners of Framework contracts, we have a sizable forward order book extending over four years.

Our projects are solely located within the North West of England, with most of our schemes within Greater Manchester or the neighbouring areas.

Key Responsibilities

- Answering calls from suppliers and sites
- Raising plant and materials orders with suppliers and entering onto database
- Completing cost comparisons for materials
- Updating plant and materials databases to include changes on site and all plant paperwork
- Assisting estimating in providing materials prices for tenders
- Checking, authorising and querying plant and materials invoices against purchase orders
- Working with accounts team to ensure month end deadline is met and queries are logged and recorded accurately
- Assisting the Facility Manager in reviewing pricing agreements and suppliers
- Inputting yard stock information against database
- General administration duties as required
- Maintain sub-contractor database – chase up insurances and other information

Candidate Requirements

Essential

- Experience within the Construction Industry
- Experience in a plant hire and construction materials purchasing role.
- Able to work to under pressure and to deadlines, whilst maintaining a high level of accuracy
- Working knowledge of MS Office, particularly Excel
- Excellent Administration Skills

Desirable

- CIPS qualified or working towards.
- Ability to understand Construction Drawings.

Personal Qualities

- Team Player
- Ability to use own initiative
- Efficient and organised
- Able to Manage own workload

How to Apply

Applicants can apply by sending a CV with a covering letter to hr@gcox.co.uk

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