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<b>Job Title</b>	<b>Buyer</b>
<b>Reporting To</b>	<b>Procurement Manager</b>
<b>Location</b>	<b>Head Office, Antrim</b>
<b>Job Summary</b>	<b>Full-time – Permanent</b>

Founded in 2004, Marcon Fit Out have grown to become a leading fit out company operating through the UK and Ireland.

Marcon have delivered high quality fit-outs to many award-winning buildings across the retail, hospitality and museum & heritage sectors. They have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and clients.

Join our team at Marcon Fit-Out as a buyer, where you'll play a pivotal role in the procurement process to ensure the timely and cost-effective acquisition of materials necessary for our fit-out projects. As a buyer, you'll collaborate closely with QS's, site managers, suppliers, and other stakeholders to source high-quality materials while maximising value and maintaining project schedules.

### **Responsibilities and Duties**

Key Duties/Responsibilities include but may not be limited to:

- Providing prices for all materials included in project budgets and drawings
- Produce procurement schedule per project and distribute to project team on a weekly basis
- Track actual costs vs tender
- Generate purchase orders, track order status, and coordinate with suppliers to expedite deliveries and resolve any issues or discrepancies that may arise
- Dealing effectively with challenges with suppliers and the flow of materials.
- Ensuring compliance with the safety, health and environment requirements of materials and services.
- Liaising closely with estimators at tender stage to ensure that an accurate project cost is provided.

### **Skills and Experience      Essential Criteria**

- Excellent literacy and numeracy skills.
- Able to manage own workload.
- Ability to work under pressure.
- General competence and confidence in use of new and varied IT systems would be beneficial and computer literate in the use of MS Office, particularly Excel and Outlook.
- Strong communicator, with the ability to interact with different teams across the business.
- Superior organisational skills.
- Excellent attention to detail and strong application to perform tasks accurately to a high standard.

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### **Desirable Criteria**

- Experience in a buying role.
- Experience in Joinery Sector and/or Construction Sector.

### **Salary and Benefits**

- Salary negotiable pending experience.
- Competitive pension scheme.
- Private medical insurance scheme.
- Training and development opportunities.
- Additional holidays pending length of service.
- Team building activities.
- Death in service benefit.

If you're passionate about procurement and thrive in a dynamic, collaborative environment, we invite you to apply for the Buyer position at Marcon Fit-Out. Join us in delivering exceptional fit-out solutions and contributing to the success of our projects and clients.

If you are interested in applying for this position, please complete send your CV to [humanresources@marconfitout.com](mailto:humanresources@marconfitout.com)

Marcon are an Equal Opportunities Employer.