



Job Title Procurement Manager
Reporting To Director
Location Head Office, Antrim
Job Summary Full-time – Permanent

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 Procurement Manager, 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 Procurement Manager, 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:

- Develop and implement procurement strategies to support project delivery and business objectives.
- Source, negotiate, and appoint suppliers to secure the best value, quality, and service.
- Manage procurement schedules to ensure materials and subcontract packages are delivered on time.
- Build and maintain strong supplier relationships to ensure reliability, performance, and long-term partnerships.
- Negotiate pricing to maximise commercial value.
- Monitor supplier performance against quality, cost, delivery, and compliance standards.
- Collaborate with Project Managers, Quantity Surveyors, and Site Teams to meet project procurement requirements.
- Identify cost-saving opportunities and manage procurement risks, including material shortages, price fluctuations, and supply chain issues.

Skills and Experience

Essential Criteria

- Excellent literacy and numeracy skills.
- Strong organisational skills with the ability to effectively manage and prioritise a demanding workload.
- Ability to work under pressure and meet tight project deadlines.
- Proficient in Microsoft Office, particularly Excel, Outlook, and Word, with the confidence to quickly learn and use new procurement and business systems.
- Excellent communication and interpersonal skills, with the ability to build effective relationships across all levels of the business and with external suppliers.
- Strong commercial awareness and negotiation skills.



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- Excellent attention to detail, ensuring accuracy and high standards in all procurement activities.
 - Proactive, self-motivated, and able to work independently while contributing effectively as part of a team.

Desirable Criteria

- Experience in a Procurement role.
- Experience in Joinery Sector and/or Construction Sector.
- Degree or equivalent qualification in Procurement, Supply Chain Management, Construction

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 Procurement Manager 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

Marcon are an Equal Opportunities Employer.