

## Procurement Team Leader

### Who we are

Speedclad is a leading cladding and curtain walling facades contractor carrying out design, supply and installation packages for high profile clients. We operate from offices in Northallerton, Birmingham and Doncaster and work on a national basis on a range of projects across the public, leisure, education, retail, commercial, health and industrial sectors. Our contracts range from £100,000 to in excess of £5.5 million.

Speedclad is a forward-thinking and motivated company with an established reputation for innovation, professionalism and high levels of client care. We are an enthusiastic team, committed to maintaining excellent standards of quality, health, safety and sustainability, whilst offering our clients best value. At Speedclad we recognise the importance of promoting enjoyable employment and we value our staff and support their development.

### The Opportunity

Following continual growth and ongoing success we are now looking for a Procurement Team Leader to lead our procurement department at our Head Office in Northallerton. The successful candidate will be joining a dynamic and motivated team at an exciting time in the company's development.

Among other responsibilities, you will be expected to:

- Ensure that there are robust and effective processes in place to enable project procurement to be carried out to meet programme, budget, company and client requirements.
- Establish and develop mutually beneficial relationships with our supply chain members.
- Coordinate pre-order meetings with suppliers, as applicable, and arrange for samples of products.
- Ensure that details of products, suppliers, approvals, orders and deliveries are collated and provided to the Procurement Coordinator.
- Procure long lead-in/ core/ bulk materials, products and components at pre-construction stages, or as otherwise identified at project Handover Meetings.
- Attend Internal Handover Meetings to report on the status of procurement for projects.
- Ensure that procurement information, including purchase orders, supplier correspondence and pertinent materials data and technical sheets are collated and filed correctly.
- Monitor the project programme to ensure that procurement dates are achieved. Notifying the Pre-Construction Manager and Construction Manager when these dates are not achieved and advising as to how this may affect the programme.
- Advise the Pre-Construction Manager of any identified changes and potential/ actual variations that may affect Speedclad's works.

### Facts & Figures

**Full Time Permanent**

**Job Location:**

Office: Northallerton

**Start Date:**

ASAP

**Salary:** Competitive - please enquire for more details

**Benefits Include:**

25 days' holidays,  
Employee Assistance  
Programme & Healthcare  
Cashback Scheme

#### Head Office

Thurston House  
Thornfield Business Park  
Standard Way, Northallerton  
DL6 2XQ  
Tel: 01609 768970

#### Divisional Office

Apex Office Space  
1 Watervole Way  
Balby, Doncaster  
DN4 5JP  
Tel: 01302 910380

#### Regional Office

3120 Park Square  
Birmingham Business Park  
Birmingham  
B37 7YN  
Tel: 0121 6679481



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## What you will need

The preferred candidate would have the following:

- Relevant experience within a procurement role in the construction industry.
- Relevant experience within the façades sector (rainscreen cladding and curtain walling), and the related technical understanding, is preferred.
- Good computer skills, proficient in the use of Microsoft Office applications.

## What we are looking for

- A self-motivated attitude and enthusiastic approach; the ability to work on your own initiative.
- A team focus with the ability to interact with a wide variety of people at all levels.
- Confidence and excellent all-round communication skills to complement an organised approach.
- A professional manner and the commitment to maintain Speedclad's high standards of service and the delivery of a quality product.

## How to apply

Please forward a cover letter and copy of your CV to:

By Email: [applications@speedclad.co.uk](mailto:applications@speedclad.co.uk)

Should you be short-listed we will invite you to attend interview at our Head office in Northallerton, North Yorkshire. If you have any questions regarding this position please forward these to the above email or contact our Head Office on 01609 768970.

## NO AGENCIES PLEASE

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