

Procurement Coordinator Opportunity

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 £6 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 seeking a Procurement Coordinator to join our procurement department at our Divisional Office in Doncaster, with wider-ranging responsibilities across the business. 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:

- Contribute towards the formulation of project procurement schedules, reviewing on a regular basis with the project team.
- Establish and maintain Procurement Trackers for the project.
- Liaise closely with the Construction Manager, Technical Manager, Commercial Manager, and their teams on project procurement, communicating deadlines, timescales and progression.
- Attend internal 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.
- Liaise with and direct the Purchasing Assistant with day to day tasks.

What you will need

- Relevant experience within a procurement role in the construction industry.
- Excellent 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.

Facts & Figures

Full Time Permanent

Job Location:

Office: Doncaster

Start Date:

ASAP

Salary: Highly 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



- 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

Should you be short-listed we will invite you to attend interview at our Divisional Office in Doncaster. 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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