

Purchasing/ Material Controller:

Primarily office based in Bray head office, will also be expected to visit sites and be based on overseas projects when needed. Availability to start immediately.

Overall Objectives:

To manage and control all site plant and material efficiently to best cater for the construction programme.

Specific Objectives:

- Work closely with Buyer to ensure all materials are ordered in sufficient time for delivery to site on schedule
- Employ stringent procedures for issuing of all materials and consumables.
- Keep accurate and up to date records.
- Ensure stores are in tidy condition at all times.
- Adhere strictly and plan work around company policies for purchasing, delivery and storing of materials.

Basic Function:

- To ensure that all goods once ordered are progressed until receipt.
- To keep an orderly and properly controlled stores.
- To provide an efficient delivery service to projects.
- To keep stock at the levels dictated by senior management.

Details of position:

- Establish speedy and accurate communication with the estimating dept. to ensure that bills of quantity taken from the original estimates are in the first instance checked carefully and then passed on to the Purchasing Officer immediately so that the materials not already stocked can be put on order.
- See that the projects are kept informed of the availability of all materials, and of possible delays so that plans may be prepared.
- Bring to the attention of the Management information about new materials and equipment which indicates opportunities for improvement in methods or reduction in costs.
- Make sure that all materials are procured at the best possible prices.
- Investigate standardisation of material usage where possible.

- Ensure that proper storage is provided with a complete recording system.
- Set, maximum, minimum and re-order levels for materials, to ensure that an adequate supply is available at all times to meet these needs.
- Vet all requisitions on a daily basis.
- Ensure that all procedures specified from time to time are adhered to.
- Ensure that a complete record is kept of all tools on site.
- Keep records of repairs and replacement of all tools.
- Ensure that all vehicles allocated to stores are:
 - Properly maintained.
 - Used efficiently as per planned programme.
 - Adequate to meet company's needs.
- Safe methods of work in stores area.
- Pay particular attention to fire hazards and ensure that these are minimised.
- He ensures that a perpetual inventory is maintained of all items held in stock.

Requirements:

- Knowledge of Microsoft Office especially Excel.
- Knowledge of excel spreadsheets and stock control is a requirement.
- Knowledge of Electrical and Construction Materials a distinct advantage.
- Full Drivers Licence required.
- Flexible enough to be able to travel at short notice.
- Ability to deal with suppliers so good telephone manner and inter-personnel skills required.

Availability to start immediately.

**To apply please send your most up to date CV to
info@randridge.com stating the job you are applying for in the
subject line of the email.**