



CANDIDATE BRIEF PROCUREMENT OFFICER

THE ROLE

The role of Procurement Officer is central to the efficient and controlled delivery of LRL Roofing Solutions' projects.

This position is focused on supporting live sites and the wider business by ensuring materials, services and plant are procured in a timely, cost-effective and compliant manner. You will work closely with Contracts Managers, site teams, finance and suppliers to align purchasing activity with programme requirements, budgets and company standards.

You will be responsible for managing day-to-day purchasing, maintaining strong supplier relationships, reviewing and approving orders, and keeping accurate procurement records. The role suits an analytical and commercially aware individual who can negotiate effectively, monitor market trends and consistently uphold LRL's standards of Safety, Quality and Value.

Title: Procurement Officer

Reporting to: Commercial Manager

Direct reports: N/A

Location: Eccles, Manchester

Proposed start: ASAP

Hours: Mon-Fri, 8:00-17:00 (39)



PACKAGE



- Salary of between £35-£50k in-line with experience
- Company van
- Birthday and long service award scheme
- Company pension
- 22 days holiday increasing to 25 with length of service
- Training & development
- Staff events
- Early finish on Fridays
- Company healthcare cash plan
- Discounts at major retailers

PROCESS

Candidates are to submit their CV with a short email to hr@lri.ltd describing why they are a great fit for this position.

- Face-fit by phone to explore the opportunity, ask any questions and get to know each other followed by:
- First interview
- Second formal interview
- Third and final interview

Any offer is subject to references. We are an equal opportunities employer and are committed to eliminating discrimination in all forms. We welcome applications from all individuals regardless of age, gender, ethnicity, disability, religion, sexual orientation, or background, and ensure a fair and inclusive recruitment process.

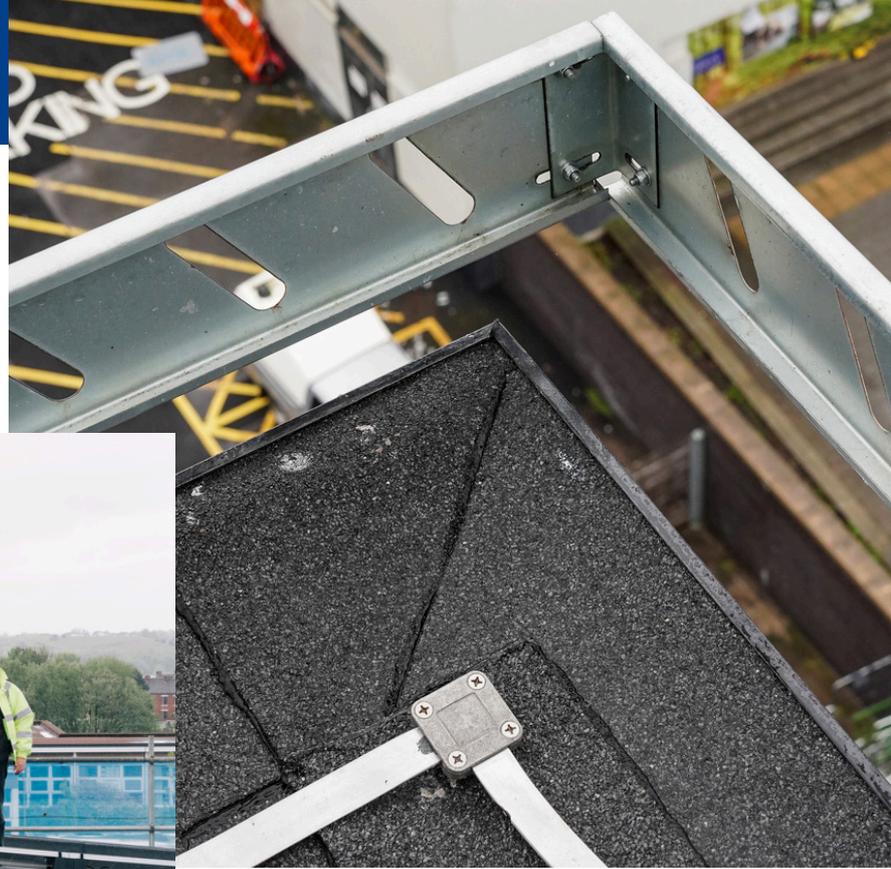
**INVESTORS
IN PEOPLE**

The Equality Register

Member



ABOUT



LRL Roofing Solutions (Liquid Roofing Limited) was established in 2005 by Robert Lomax.

We are proud to be a principle led business, embracing our core values of *Safety*, *Quality*, and *Value* in all that we do. Operating from head offices in Manchester, LRL services clients UK-wide with an emphasis on the M62 corridor.

Our mission is to deliver unbiased, economical and technically sound solutions that meet our clients' budgetary and longevity requirements. In doing so we work alongside the leading roofing system manufacturers such as Bauder, Sika, IKO, Polyroof and others.

We deliver a broad range of flat roofing services and are trusted to operate across diverse sectors, including healthcare, education and defence, as well as factories, places of worship and other critical assets. The business has secured two NFRC awards in recent years, reflecting consistent standards in workmanship and project delivery.

Recent partners:



WHY **LRL** ?

ROOFING SOLUTIONS



By Managing Director, Robert Lomax

“When I set up LRL Roofing Solutions in 2005, the focus of the business was to make a profit. As the business has matured, I have come to realise that making money, while a necessity, isn’t what drives me.

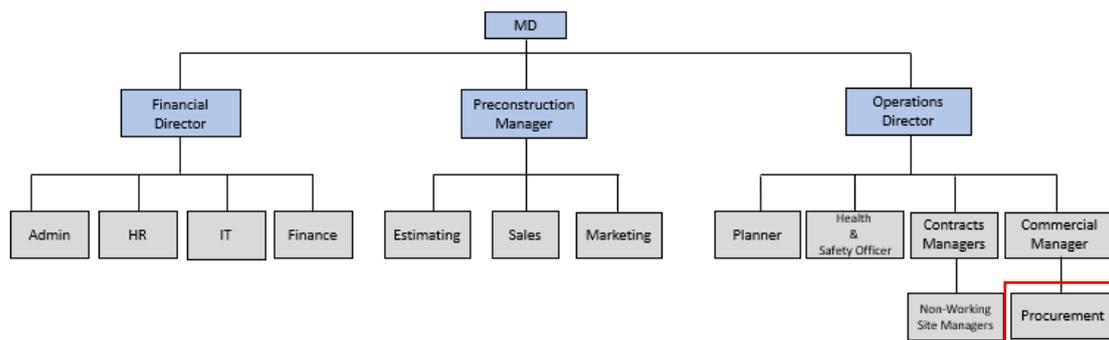
In 2014, after watching a great TED talk by Simon Sinek, titled ‘*How Great Leaders Inspire Action*’, I set about thinking what was the ‘*Why*’ at the centre of LRL Roofing Solutions.

After much thought and exposure to a great learning experience with Goldman Sachs at Manchester Metropolitan University, I realised that what I enjoyed was seeing the people in my organisation grow and succeed (often beyond their own expectations). I also have a strong desire to make a positive impact in the areas that we work, beyond waterproofing their roofs.

Our vision is to improve the quality of life for our team, whilst having a positive impact on the communities in which we work.”

Procurement Officer Job Description 2026

LRL Roofing Solutions - Company Organogram



Overview & purpose of Position

LRL Roofing Solutions require a procurement officer to oversee purchasing activities and ensure that purchased items are both cost-efficient and of high quality. The procurement officer's responsibilities include maintaining positive supplier relations, evaluating supply options, approving purchases, and maintaining accurate records.

To be successful as a procurement officer you should have an analytical mind and keep up with product and service trends. Ultimately, a top procurement officer should be able to negotiate well and ensure that all purchases comply with company standards.

Stakeholder	Outputs
Estimating	Liaising with estimators to fully understand all materials included for individual projects
Labour	Communicate with onsite labour for all PPE/HS equipment required
Suppliers	Establish a great relationship with all suppliers to gain the best rates possible
H&S	Establish a close working relationship with the contracts team members to purchase materials, equipment, plant, PPE in line with company & H/S standards. Liaise with H&S officer in collating material data and Safety data sheets for all products
Commercial/QS	Establish a close working relationship with projects QS and communicate any discrepancies that could have an impact on the performance of a scheme
Contracts Team	Establish a close working relationship with the contracts team members to understand & purchase materials, equipment, plant, PPE in line with project programmes. Devise purchasing schedules and communicate with project stakeholders.

Job Responsibilities

Job Responsibilities	Description
Suppliers	Communicate verbally with all supplier stakeholders to establish better relationships Meet with supplier representatives biweekly to gain best and most up to date rates, whilst staying up to date on industry trends and environment
Procurement procedures	Ensure compliance with contractual obligations & specifications Produce purchasing schedules for all schemes Manage inventories Produce material/plant trackers for all projects Oversee stock transfers between projects Review invoice and reconcile on summit against materials delivered Check and Query invoices with suppliers feeding back to Commercial
Analysing	Identify opportunities for cost savings and efficiency improvements. Review, compare, and approve products to be purchased. Analysing of estimate to fully ascertain all materials required/feedback to estimating to improve rates/margins/win ratios
Record keeping	Research, evaluate & record all potential and prospective suppliers
Maintaining & Updating	Maintain and update all supplier information such as qualifications, delivery times, product ranges Maintain lists of all owned plant
Health & Safety	Promote a culture of safety, ensuring compliance with health and safety regulations & company policies. A broad understanding of Building Regs and fire regulations and what materials fall under this. Communicate any material safety concerns promptly and effectively.
Risk Management	Identify potential financial risks and report concerns promptly and effectively.
Stakeholder Communication	Communicate regularly with stakeholders. Provide updates on project progress, milestones, and any issues or challenges. Foster strong relationships with stakeholders to ensure satisfaction and alignment of goals.

Required Competencies/Skills

Competency	Description	Proficiency		
		Basic	Advanced	Expert
Experience	Min 2 years' experience in Procurement		X	
Health & Safety	Good knowledge of relevant H&S laws and standards surrounding materials		X	
Construction Knowledge	Strong knowledge of materials, and techniques.	X		
Microsoft Office	Proficiency in Microsoft Office and purchasing software		X	
Resource management	Manage resources such as plant, and materials efficiently to meet project requirements and deadlines.		X	
Commercial	Be proficient in budgeting, cost control, and financial analysis.		X	
Communication	Excellent communication skills, both verbal and written.		X	
Teamwork	Work well within a team setting		X	
Driving License	Hold a valid driver's license and be willing to travel to sites as needed.			X
Negotiating Skills	Demonstrable ability to negotiate with suppliers to procure best price and service level for business requirements			X
Accuracy & attention to detail	To ensure accuracy of requirements when placing orders			X

Behaviours and Characteristics LRL Associates with this position

Assertive - the quality of being self-assured & confident without being aggressive

Goal Orientated - focused on reaching a specific objective or accomplishing a given task, driven by purpose

Communicative - the ability & tendency to communicate effectively with others

Collaborative - Involving the cooperative efforts of multiple people or groups working together to achieve a shared goal or outcome

Observant - Attentive, perceptive, and keenly aware of one's surroundings or details; capable of noticing or discerning things accurately

Logical - Characterized by clear, sound reasoning or thinking that follows a rational and coherent sequence of steps or principles

Disciplined - Showing self-control, restraint, and adherence to rules or standards; able to maintain focus and persevere in the pursuit of goals despite challenges or distractions

Calm - Marked by a peaceful and composed demeanour, free from agitation or anxiety, often contributing to a sense of tranquillity and stability in oneself and others.

Fair - Just and impartial in dealings with others, adhering to principles of equality,

Flexible - Able to adapt easily to changing circumstances or requirements, capable of bending or adjusting without breaking, and being open to alternative approaches or solutions

Honest - Truthful, sincere, and straightforward in words and actions, adhering to principles of integrity and transparency

Analytic - Having the ability to analyse and evaluate information or situations systematically and logically, often to identify patterns, trends, or solutions

Resilient - Capable of recovering quickly from setbacks, adversity, or challenges, and bouncing back with strength and adaptability

Strategic - Having a keen sense of foresight and the ability to plan and execute actions effectively to achieve long-term goals or objectives

Intelligent - Possessing high mental capacity, including the ability to learn, reason, understand complex concepts, and solve problems effectively

Cautious - Prudent and careful in actions or decisions, exercising foresight and awareness of potential risks or consequences

Mature - Having developed emotional, intellectual, and behavioural qualities and characteristics, including wisdom, responsibility, and self-control

Responsible - Reliable and accountable for one's duties, obligations, and commitments, demonstrating dependability and trustworthiness

Positive - Characterised by a hopeful and constructive attitude, focusing on strengths, opportunities, and solutions rather than dwelling on problems or limitations

Innovative – Bring forward innovative ideas, methods, or technologies to improve or change existing processes, products, or services