

CLIVEDEN

CONSERVATION

JOB TITLE:	Procurement and Purchasing / Buyer
LOCATION:	Taplow, Buckinghamshire
REPORTS TO:	Commercial Manager
KEY RELATIONSHIPS:	Accounts Team, Section Heads, Project Managers and Operational Teams (global), Taplow Yard and Admin Team, Suppliers and Customers.
JOB PROFILE:	Permanent, Full-time Role (Subject to 6-month Probation) 39 hrs a week. 8am – 5pm This is an office-based role, but we can discuss the opportunity for flexible working.

About Us:

Cliveden Conservation is a leading conservation and restoration company operating within the UK Heritage Sector. Our main workshops and offices are located on the Cliveden Estate in Taplow, with two regional workshops in Suffolk and Somerset.

We undertake a range of services including practical stonemasonry, plasterwork, specialist decoration and conservation of the decorative arts for clients such as English Heritage and the National Trust, Oxford Colleges and a range of private individuals and ecclesiastical organisations.

As the company continues to grow, we are looking to further develop our back-office teams. We are seeking a proactive Buyer to support our operational project teams across the UK.

Job Summary:

As a Buyer, you will play a key role in ensuring the timely and cost-effective procurement of materials, plant, and services essential for our heritage projects. Working closely with project teams and suppliers, you will help maintain smooth operations and support the company's commitment to quality and efficiency.

Key Responsibilities:

- Place orders with suppliers for specialist and standard plant and materials, ensuring timely delivery to the correct location.
- Arrange deliveries, collections, and returns.
- Liaise with internal project teams, accounts, and yard teams to ensure effective procurement processes.
- Coordinate with regional workshops in East Anglia and Somerset to oversee purchasing and improve systems and processes.
- Develop and maintain effective systems and processes for the role.
- Monitor and manage stock levels in collaboration with the Taplow yard manager.
- Organise and manage accommodation for labour force across the UK and abroad.
- Build and maintain strong relationships with suppliers and internal stakeholders.

Salary & benefits:

- Competitive salary
- 4% pension contribution (on Qualifying Earnings)
- Company Health Insurance, EAP (Employee Assistance Programme)
- 21 days holiday, increasing by an extra day each year to maximum of 26 days, plus bank holidays
- £500 annual training budget for career development (in addition to any H&S training etc. that the company will provide)
- Enhanced family friendly & sickness policies following a qualifying period
- £80 boot allowance per year

Why Join Us?

- Be part of a passionate team preserving the UK's heritage.
- Opportunity for career development and training.
- Supportive and collaborative work environment.

Equal Opportunities:

Cliveden Conservation is an equal opportunities employer. We welcome applications from all backgrounds and will make reasonable adjustments for candidates with disabilities.

Applicants must have unrestricted right to work in the UK.

To apply: Please email your CV and cover letter to info@clivedenconservation.com