

# JOB SPECIFICATION



<b>Local job title</b>	Procurement Manager	<b>Department</b>	TBC
<b>Reporting to</b>	TBC	<b>Site</b>	Aldergrove Centre

## Job purpose

To lead the purchase and manage the company's supply of products and services. To coordinate strategizing to find cost-effective deals and suppliers. To discover the best ways to cut procurement expenses, so that the company can invest in growth and people.

## Responsibilities

- Identify and collate areas of spend across the business
- Discover profitable suppliers and initiate business partnerships
- Negotiate with external vendors to secure advantageous terms
- Approve the ordering of necessary goods and services
- Finalise purchase details of orders and deliveries
- Examine and review existing supplier contracts
- Track and report key functional metrics to reduce expenses
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company particularly in relation to delivery times and product specification
- Act as point of first reference for all product related enquiries and work collaboratively with other team members to address any issues that may arise.
- Expect unfavourable events through analysis of data and prepare control strategies
- Control spend and build a culture of long-term saving on procurement costs
- Develop and implement new products and opportunities and identify alternative sources for supply where it suits the business
- Manage and oversee quantity and timing of deliveries liaising with wider Team to ensure quality and performance of ordered goods and services meet required standards and are delivered on time
- Ensure suppliers and purchasing procedure meets necessary audit protocols required

## Values: TRIBE

<b>Tenacity</b>	We are driven, determined and do not stop until we achieve our goals. We take ownership in everything we do.
<b>Relationships</b>	Trust, respect, and fairness is at the heart of our team. We are always approachable and believe in building long-lasting partnerships with our people, customers, and suppliers. We care about our community and want to succeed so we can give to others.
<b>Integrity</b>	We take great pride in approaching everything we do with honesty and professionalism. We are open, ethical, and fair and use our judgment to do the right thing.
<b>Brilliance</b>	We constantly push ourselves to be the best in everything we do, combining our knowledge and attention to detail with innovation and the creativity it inspires.
<b>Energy</b>	An energetic excitement runs through our team. We are a quirky tribe of passionate people who thrive off each other's energy, embracing change and pushing ourselves to reach new heights. Above all, we have fun and love what we do.

The details:

Salary: DOE

Start: Immediate

Weekly working hours: enquire within

Benefits: Company Pension