

Job Title	Procurement Specialist
Reporting To	Contracts Director
Overall Purpose	<p>Ensure the Procurement Team functions in line with the strategic business plans set by the Operations Director</p> <p>Managing a procurement area ensuring all procurement plans and projects are in line with the company strategy and policies to deliver bottom line savings and supervising day to day tasks for the wider team.</p>
Salary	TBC
Benefits	<p>xx days holiday</p> <p>Office based</p>
Key Areas of Responsibility	Measures
Buying and Governance	<p>Assist the Strategic Procurement Manager to deliver the financial savings and efficiency targets through:</p> <ol style="list-style-type: none"> 1. managing distribution and OEM relationships to minimise 'buy in' costs, optimise stock holding and maximise profit margin 2. Ensuring buying is through approved suppliers and approved purchasing routes, considering XMA's strategic partnerships and rebate agreements to minimise risk to the business. 3. Involvement in supply chain management – Tier 3 & 4 suppliers (relationship & approved) 4. Involvement in projects ran by the Strategic Procurement Manager working towards achieving an End-to-End procurement function. <p>Maintain a thorough understanding of all regulatory requirements ensuring all sourcing activity is compliant.</p> <p>Provide Procurement support to the wider business including pre and post award of contracts where able to re-negotiate current pricing and identify alternative products and contribution to contract governance process (kick off, check in, lessons learnt).</p> <p>To assist in the management and execution of requests sent via the company Approvals in box that includes but is not limited to completion of supplier forms, allocation of tasks to the wider contract team and responding to requestors on anticipated completion date for requests.</p> <p>To highlight any issues with the Procurement team to the Contracts Director.</p>

Procurement	<p>Manage day to day procurement tasks including but not limited to:</p> <p>Manage purchase orders through the purchasing cycle from requisition to supplier payment.</p> <p>Manage day to day Supplier relations, coordinating with the team where required</p> <p>Accurately input and process purchase orders within agreed authorisation limit</p> <p>Ensure timely resolution of customer and sales queries and ensure day-to-day tasks are completed.</p> <p>Support warehouse with delivery queries and issues, processing RMAs and returns.</p>
Reporting	<p>Report back to the Procurement \senior Buyer(s) business on procurement performance and progress through:</p> <p>Daily Order Report and Ns Exceptions report</p> <p>Monitoring and measuring the business success against the procurement strategy</p>

This is not an exhaustive list

Essential Skills / Experience required for this job

- A minimum of one years' experience in a Procurement or stock management role
- Previous experience of a commercial procurement team including working towards team objectives and targets
- CIPS qualified (beneficial although not essential)
- Outstanding communication and able to influence at all levels
- Strong Relationship management both with internal customers, stakeholders & suppliers
- Experience of using Procurement / buying Management software
- Methodical approach to Procurement and buying
- Work as part of the larger commercial / sales procurement teams
- Ability to work to deadlines
- Efficient organisational skills
- Good negotiating skills
- Ability to demonstrate a proactive approach
- Work as part of a virtual team as well as working independently
- Demonstrates leadership qualities
- Demonstrates commercial acumen
- Excellent MS Office (Word, Excel, PowerPoint)
- Time Management skills