



JOB DESCRIPTION

Job Title:	Procurement Officer
Reporting to:	Group Executive Director
Status of Post:	12-month Fixed Term Contract (potentially transitioning to a permanent position)
Hours of Work	36.5 hours per week on a flexible working pattern between 8.00 am and 6.00 pm.
Salary	Salary is dependent on experience. The benefits package includes Aviva Healthcare Scheme and a pension plan with an 8% employer contribution
Holidays	20 days paid leave per calendar year plus 11 statutory and public days.

Role

The **Procurement Officer** is responsible for managing the Society's purchasing process. The key role is to source, evaluate, and acquire goods and services needed by the company, ensuring cost-efficiency, quality, and timely delivery. This involves negotiating with suppliers, managing vendor relationships, and ensuring compliance with company policies and procurement regulations.

Main duties & responsibilities

- **Sourcing and Selecting Suppliers:** Identifying and evaluating potential suppliers based on quality, cost, reliability, and service.
- **Negotiating Contracts:** Negotiating terms, pricing, and delivery schedules with suppliers to secure the best possible deals.
- **Managing Supplier Relationships:** Maintaining and managing relationships with vendors to ensure long-term partnerships and consistent supply.
- **Purchase Order Management:** Creating, issuing, and tracking purchase orders to ensure that goods and services are delivered on time.

- **Cost Control and Budgeting:** Managing the procurement budget, looking for cost-saving opportunities, and ensuring that purchases stay within budget.
- **Compliance and Risk Management:** Ensuring that purchases comply with company policies, ethical standards, and legal requirements, while minimising supply chain risks.
- **Inventory Management:** Monitoring stock levels, managing reordering processes, and preventing overstocking or stockouts.
- **Market Research:** Staying informed on market trends, pricing, and emerging suppliers to make informed purchasing decisions.
- **Reporting and Documentation:** Maintaining accurate records of purchases, supplier performance, and procurement activities for audits and reviews.
- **Working with Internal Departments:** Working with internal departments such as finance and operations to align procurement activities with organisational needs and goals.