



12 Month Fixed Term Contract
(potentially transitioning to a permanent position)

JOB SPECIFICATION

Essential skills and qualifications

1. Good communication skills, both verbal and written, with the ability to communicate confidently and in a professional manner.
2. Good IT Skills, proficient in Microsoft (Word, Excel, PowerPoint and Outlook)
3. Able to work on own initiative as part of a small team.
4. Ability to plan and prioritise workload to meet needs
5. Maintaining confidentiality in sensitive business issues.
6. Ability to negotiate contracts
7. Ability to multitask, prioritise, and manage time efficiently
8. Accurate attention to detail
9. Goal-oriented, organised team player

Essential qualifications and experience

Third level qualification in either

- Supply Chain Management
- Purchasing and Logistics
- Purchasing and Supply
- Business Studies

In addition to 1 years' experience working in procurement

Or

A minimum of two A Levels, in addition to 2 years' experience as a Junior Procurement Officer or similar role, using Microsoft Office, liaising with prospective suppliers, and conducting negotiations.