

PROCUREMENT OFFICER

JOB REF: 0567

Our client is a successful manufacturer that designs, manufactures and supplies solutions to the power, telecom and rail industries. Due to continued growth the company now wish to appoint a Design Engineer. This is a great opportunity to join a rapidly expanding company that is currently heavily investing in the business and its people.

Job Purpose

The purpose of this job is to provide a high standard procurement service while supporting all procurement activities. The successful candidate will also be expected to assist in the development of internal procedures and documentation.

Responsibilities:

- Provide a strategic, efficient and flexible procurement service which will deliver optimum value for money, cost savings and best quality of service.
- Advise and support staff in procurements and supplier relationships helping to drive better procurement practice.
- Support procurement activities such as tender processes.
- Assist in the development of internal procedures and documentation in relation to UK and overseas procurement.
- Assisting in and supervising the procurement of goods and services and other procurement activities.
- Leading and monitoring supplier relationships.
- Helping to drive better procurement practice across the company.

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the link.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

DATA PROTECTION

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