

Job Title:	Procurement Manager	Job Category:	
Department:	Accounts/Procurement	Job Code/ Req#:	
Location:	Farnborough	Travel Required:	N/A
Benefit Level:		Position Type:	Permanent
Salary Range:	Circa £35-£45k DOE	License Required:	
HR Contact:	Michael Webb	Report To:	Managing Director
<b>Job Description</b>			
<p>As the Procurement Coordinator &amp; Manager, you will have strong attention to detail, be an excellent communicator (inc negotiation skills) and be self-motivated &amp; able to maximise results working autonomously.</p> <p><b><u>Duties will include:</u></b></p> <ul style="list-style-type: none"> <li>• Managing the supply chain - sourcing new suppliers where required, managing the relationships with current suppliers, monitoring performance, negotiating pricing.</li> <li>• Reviewing &amp; negotiating product costs regularly to minimise costs but ensuring quality standards are adhered to.</li> <li>• Strong ability to communicate - suppliers, clients &amp; internally with management.</li> <li>• Stock control - updating records, tracking, ensuring there is an adequate pipeline of stock, liaising with site managers, doing monthly stock takes &amp; rectifying any discrepancies, reallocating any surplus stock.</li> <li>• Reviewing/tracking overheads and negotiating bills/contracts, utility bills and contracts for the 6 x sites, Annual Insurance costs and subsequent negotiations etc</li> <li>• Finding/comparing hire fleet assets and placing orders for capital equipment</li> <li>• New vehicle purchase contracts/leases or hires</li> <li>• Cross hire rates negotiations and damage note management for these hires, processes to be set up so consistent across the board</li> <li>• Management reporting &amp; managing the company procurement policy.</li> <li>• Project management - juggling a high number of priorities at any given time</li> </ul> <p><b><u>Required:</u></b></p> <ul style="list-style-type: none"> <li>• Proven Supply chain / procurement / purchasing experience.</li> </ul>			

- Good IT literacy - Word, Excel, Outlook & ability to pick up in-house systems quickly.
- Excellent communication skills with an ability to negotiate effectively & build relationships with suppliers.
- Self-motivated & able to work autonomously.
- Excellent attention to detail & numeracy
- This is a great opportunity for someone to join a well-established business in a busy role, working in a friendly, professional environment.

**Benefits**

29 days holiday (inclusive of Bank Holidays)

Pension - auto enrolment

Sales and loyalty bonus scheme

Perk Box

Birthday gift

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