

JOB TITLE: Procurement Officer

Reports to: Operations Director

Location: Slinfold, Horsham, West Sussex

Hours: Cordek offers their office-based staff the opportunity to benefit from flexi-time. Employees are able to start at 7.00am and finish at 4.00pm with a one-hour unpaid lunch break or they could decide to start at 7.30am and finish at 4.30pm with a half-hour unpaid lunch break, a total of 40 hours, Monday to Friday.

Salary: Competitive, plus twice a year performance-based bonus

The Company:

Cordek Limited are genuine market leaders in the design, manufacture and supply of innovative solutions to solve a wide range of construction problems. Here at Cordek Limited, we are looking for an individual to join our Operations team who shares our Company values, Honesty, Communication and Respect.

Job Summary:

To create and maintain strategic relationships with our supply base, broadening it where necessary, alongside the execution of a daily purchasing function through the placing and execution of purchase orders.

Responsibilities:

- You should establish and maintain strategic relationships with all necessary suppliers, business groups, or partners.
- You will aim to put in place key supply contracts, SLA's or partnership agreements as necessary to set out each party's responsibilities and to ensure Cordek's interests are protected.
- You will look to establish a robust supply chain with dual sourcing on key categories and implement buffer stocks to guard against disruption in supply.
- You will assist the business in sourcing new products for resale or in the development of new products by sourcing new suppliers to support new product introduction plans.
- You will monitor and maintain all price lists and formulas, contract agreements and variations.
- You will hold regular performance meetings with suppliers to identify areas for improvement.
- You will assist in setting up direct purchase agreements for back to back ordering by our Customer service team on items not held by Cordek and sold directly into the market.
- You are accountable for the placing of all purchase orders within the business, and to ensure that a suitable process of delegation and responsibility is in place for others to follow.
- You will assist in any Capital Asset Purchasing through RFQ and negotiation support.
- Where necessary you will directly place all orders and manage the purchase order cycle from order placement, acknowledgement, delivery, receipt, warehousing and invoice payment.
- When delegated, you will retain a responsibility for oversight and compliance of the purchase order cycle.

Key skills/qualifications:

- Technical or Business Degree / CIPS qualification or extensive and demonstratable purchasing experience in a manufacturing or equivalent environment to meet the job role
- Strong knowledge of configuring and using ERP systems, excel data analysis and MS office
- Full UK Driving licence
- Good communication skills in written and spoken English, high level of numeracy and literacy

Person Specification:

- Driven individual able to balance long term strategic results with the needs of daily operations
- Good time management skills who can apply themselves to the priority task in hand
- Good relationship builder, able to display mature and professional behaviour

Rewards:

- Annual performance bonus
- Membership of the Company Group Pension Scheme after 1 years' service
- Membership of the Company Group Life Assurance after 1 years' service
- Full access to our Employee Assistance Programme (EAP)
- 25 days annual leave (excludes bank holidays)
- One day of paid Birthday leave for the purpose of celebrating their birthday