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| 3P Innovation Job Description  |  |
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| **JOB TITLE:** | Procurement Specialist  |  | EMPLOYEES RESPONSIBLE FOR: | 0 |
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| REPORTING TO: | Supply Chain Manager  |  | DEPARTMENT:  | Procurement  |
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| LOCATION: | Warwick  |  | TRAVEL REQUIRED: | Approx. <5% of time  |
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| Company Overview 3P innovation is based at our office in Warwick. 3P innovation is a leader in the manufacture of automated machinery for the pharmaceutical, medical device and FMCG industries. See Recruitment Brochure for more details on careers with 3P Innovation. |
| JOb Purpose Your job objectives will be sourcing, negotiating, and buying of goods, materials, and services to ensure that the company’s operational needs are met. Considering price, quality, and delivery, whilst guaranteeing continuity of supply by creating responsible and sustainable supply chains. |
| Key responsbilities and Duties  |
| 1. Work collaboratively with stakeholders and suppliers in the procurement of goods, materials, components, and services in line with specified cost, quality, and delivery targets.
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| 1. Ensure the supply of required goods and materials and communicate any supply problems that may pose a risk to, or impact on business operations.
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| 1. Develop ideas and strategies to improve operational efficiency, add value, sustain business performance and work towards a strategy of continuous improvement.
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| 1. Ensure compliance to company guidelines, purchasing policies and procedures during supplier negotiations and the order award process.
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| 1. Negotiate contracts, improved prices, and terms of business with suppliers and review opportunities to make business savings, utilising negotiation and procurement best practice tools and methodology.
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| 1. Build, maintain and manage supplier relationships and ensure good communications.
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| 1. Assess and evaluate suppliers, undertake performance reviews to ensure contract compliance and manage performance improvement activities.
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| 1. Ensure that a professional and consistent approach is taken with respect to all supplier relationships.
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| 1. Explore and evaluate alternative sources for goods, materials, and services.
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| 1. Assess quotations and tenders from potential suppliers.
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| 1. Assist in the preparation of purchase orders in line with final negotiations with selected suppliers and in agreement with organisational targets and requirements.
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| 1. Undertake research on, and evaluate existing and new suppliers.
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| 1. Contact suppliers to resolve price, quality, and delivery issues.
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| 1. Deliver updates and reports as required.
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| Essential knowledge, Skills and Abiltiies * Proven capability of strategically delivering deals within a manufacturing environment
* Strategic and results orientated with the ability to plan and deliver against project deadlines
* Skilled at building and maintaining effective and productive relationships with key stakeholders and suppliers
* Strong negotiation, communication, interpersonal and influencing skills
* Ability to add value, reduce costs and implement business improvements
* Supplier management and development experience
* Project management experience
* Analytical, numerically astute with strong proven problem-solving abilities
* Technical knowledge and understanding of manufacturing processes, components, and complete supply chain management
* Commercially and financially aware
* Keen attention to detail and accuracy
* Computer literate, to include advanced Excel skills
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| **Qualifications and Education Requirements** * Relevant business, commercial or manufacturing/engineering degree is preferred, NVQ Level 5 qualification or equivalent would be considered
* Working towards Membership of Chartered Institute of Procurement & Supply (MCIPS)
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| **Our Values** (Principles) |
| Innovation | Experimentation: Embrace the continual development of new processes, ideas, and solutions. |
| Adaptability: Commit to learning and evolving in response to challenges. |
| Problem Solving: Foster an environment that encourages solutions and creative breakthroughs. |
| Collaboration | Learning and Sharing Knowledge: Knowledge shared is knowledge squared. Build collective expertise by exchanging information across teams. |
| Support and Teamwork: Actively work together, not just alongside, to achieve shared goals. |
| Clear and Open Communication: Effective collaboration requires clarity, transparency, and accountability. |
| Integrity | Trust and Accountability: Build and maintain confidence through transparency, honesty, and consistency. |
| Respect for Others: Foster a supportive and inclusive environment where all perspectives are valued. |
| Dependability and Openness: Ensure reliability in actions and openness in communication to strengthen relationships. |

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| **Management Responsibilities** If applicable please see management responsibilities matrix. |
| **Subject to change**The responsibilities outlined above provide a general overview; however, additional duties may be assigned as necessary to meet departmental objectives. |