

About the job

We're looking for a Procurement Specialist to join our office-based Supply Chain team

- Job title: Procurement Specialist
- Contract type: Permanent
- Hours: 40 hours per week
- Location: Poole
- Holiday: 30 days paid (inc. bank holidays)

What you will be doing

- End to end management of the purchase order process.
- Raise purchase orders in a timely and efficient manner to departmental targets using the information provided by the business systems.
- Ensure supply partners provide purchase order acknowledgements. Review, challenge and escalate any issues.
- Update the company systems with relevant information and communicate changes to the wider business.
- Provide the necessary information and paperwork to support inbound purchase orders.
 - Support Import Clearance
 - Manage Manufacturing Order tolerances.
 - Support payment activities dependent on supplier payment terms.
- Monitor and where necessary expedite Purchase orders to maintain high service levels.
- Ensure Supplier NCR (Non-Conformances) are recorded, investigated and closed in a timely manner.
- Responsible for capturing and reporting data on product and supplier commercial performance. Ensuring supplier rebates are claimed in full.
- Preparing information & reports for Supplier reviews and negotiations.
- Support data updated and administration on other company systems on an ad hoc basis.
- Ensure all essential tasks assigned to you are completed daily, weekly, and monthly as required. Carry out any other additional duties that may be required from time to time.

What's in it for you

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| • Modern open plan office | • Cycle to Work scheme |
| • Monthly profit share bonus scheme | • Complementary Birthday vouchers |
| • Free access to LinkedIn Learning | • Subsidised workplace massage |
| • Holiday buy-back scheme | • Management Team 'Giveback Days' |
| • Company sick pay | • Eye vouchers |
| • Free onsite parking | • Employee assistance programme (EAP) |
| • Perks at Work scheme | • Company social and corporate events |
| • Unlimited 'tuck shop' snacks | |
| • Free lunch every Friday | |
| • Charity dress down day every Friday | |

Who we are

We're a fast-paced, forward-thinking global solutions provider who is redefining operational excellence for businesses. We're famous for our fantastic customer service and for creating comprehensive solutions that help our customers stay ahead in an ever-changing world.

Where you work

Our open plan office encourages teamwork and communication. You will be working in a respectful environment surrounded by people that care about you just as much as our customers. We also believe diversity is the key to a success. That means your voice will always be heard no matter your role, and there will always be the opportunity to make a big impact.

Who you are

You will be technically proficient with high levels of attention to detail and accuracy. Taking pride in your work, you are naturally organised and understand the importance of key performance indicators and prioritisation in order to achieve deadlines. Your excellent communication skills are a given, as is your team based approach while being a self-starter able to organise and manage your workload.

Ideally will have worked within an FMCG, wholesale distribution or associated industry.