

Job Description

Job Title: Procurement Specialist

Hours of Work: 38.25

Reports to: Procurement Manager

Salary: TBC

Location: Steeple Ind Estate, Antrim

Employment Type: Permanent

Ref: PS/01/19

Closing Date: 29/01/2019

Job Overview:

The Procurement Specialist will work alongside the Procurement Manager in a fast-paced manufacturing environment to improve business profitability and ensure consistent, quality supply. The successful candidate will be responsible for realising an existing pipeline of material cost-saving projects and developing new opportunities. This is an excellent opportunity to join a growing business, working on high value projects that will impact the bottom line from an early stage.

Specific Accountabilities:

- Conduct analysis of direct spend to identify and quantify cost-saving opportunities
- Study factory processes to identify and quantify waste reduction opportunities
- Provide support for material tenders
- Take a professional and disciplined approach to working with suppliers.
- Support due diligence in mitigating all external supplier risk from supplier selection to contract execution.
- Complete any special projects as required.

Essential Criteria:

- A minimum of 2 years' experience in Procurement or Lean/Continuous Improvement.
- Minimum 2:1 degree in engineering, business or related discipline.
- Experience in manufacturing environment
- A proven ability to identify and deliver cost savings
- Proficient in Microsoft Excel
- Strong numerical skills
- Strong commercial acumen
- Excellent problem solving skills
- Ability to manage multiple projects at once

Disposition Requirements:

- Excellent communicator for stakeholder management
- Highly industrious
- Independent thinker

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