

Job title: Senior Procurement Officer (Technical)

Location: Stanstead Abbots, Hertfordshire, UK

Closing date: 28th January 2022

Salary: Up to £40,000.00 per year DOE

Job type: Full time, permanent

Position overview:

Due to our continued expansion both domestically and internationally, Silent Sentinel is recruiting a Senior Procurement Officer (Technical) to support the Resource Planning Department. This person will purchase goods, materials, and services to ensure that the company operational needs are met, taking into account price, quality and delivery and to ensure continuity of supply.

This role has greater responsibility and accountability than a Buyer and includes some people management responsibility. The job holder will take responsibility for projects and hold a larger remit in terms of purchasing responsibility, will have substantial technical knowledge, expertise, understanding in electro-mechanical/technology fields and will thus be seen as a specialist within their function.

Silent Sentinel Ltd is a thermal camera manufacturer based in the UK with offices in the USA and UAE. In 2020 they won a Queen's Award for Enterprise and have recently won Small to Medium Business of the Year and Export Business of the Year at the Inspiring Hertfordshire Awards. With an open plan office set by the river, and a 2:30pm finish on a Friday, Silent Sentinel is a friendly, sociable and forward thinking business to work for.

Duties and Responsibilities:

- Manage all procurement functions for a given set of goods in line with specified cost, quality, and delivery targets
- Provide technical/commercial assistance to Commodity Buyer to develop an awareness of manufacturing processes and improve product knowledge.
- Apply sourcing policy, interface between supplier and organisation concerning specifications and budgets.
- Develop and maintain a strong foundation of function skills and knowledge of relevant purchasing and sourcing concepts.
- Manage problems and schedule changes and ensure changes are reflected within the ERP system
- Balance both tactical executions with strategic initiatives necessary to drive cost reduction projects.
- Actively participate in supplier performance reviews
- Assess and evaluate suppliers and undertake performance reviews to ensure contract compliance and manage performance improvement activities.
- Ensure the continuous supply of required goods and materials and communicate any supply problems which may pose a risk or impact on business operations.
- Monitor market trends, competitor strategies and market suppliers
- Research and evaluate areas of opportunity and reduce costs where possible
- Deliver briefs, updates and reports as and when required
- Develop creative and innovative procurement processes
- Develop ideas and strategies to improve operational efficiency, add value, aid business performance and work towards a strategy of continuous improvement.
- Negotiate contracts, improve prices and terms of business with suppliers and review opportunities to make business savings utilising negotiation and procurement best practice tools and methods.
- Ensure that a professional and consistent approach is taken with all supplier relationships.

- Ensure compliance to company guidelines, business ethics and purchasing policies and procedures, and the Official Journal of the European Community (OJEU) guidance during supplier negotiations and contracts award process.
- Explore alternate sources for goods and materials
- Assess tenders and quotations from potential suppliers
- Prepare purchase orders in line with final negotiations with selected suppliers and with organisational targets and requirements
- Undertake research on and evaluate existing and new suppliers
- Contact suppliers to resolve price, quality, delivery, or invoice issues
- Tracking and chasing suppliers on delivery dates for goods or services on order and updating the order tracking system.
- Communicate regularly with management, keeping them abreast with products, prices, and deliveries.
- Cover for Resource Planning Manager, thus planning and controlling activities.
- Develop supplier relationships as part of strategic supply chain partnerships.
- Any other ad-hoc duties as required.

Skills and Attributes:

- Highly skilled at building and maintaining effective and productive relationships with key stakeholders and suppliers
- Strong negotiation, communication, interpersonal and influencing skills
- Analytical, numerically astute with strong proven problem identification and solution abilities
- Results orientated with the ability to plan and deliver against project deadlines
- Commercially and financially aware
- Keen attention to detail and accuracy
- Strong oral and written communication skills.
- Ability to influence others and lead small teams.
- Ability to coordinate several projects simultaneously.
- Strong mastery of a body of theoretical knowledge.
- A developed and strong foundation of function skills and knowledge of relevant purchasing and sourcing concepts.

Requirements:

- Relevant business/commercial or manufacturing/engineering degree is preferred or Higher Level Professional Qualifications, diploma, or equivalent NVQ Level 5 qualifications, ideally in an electrical/electronics.
- Member of Chartered Institute of Procurement & Supply (CIPS) preferred
- Proven purchasing experience, preferably within an automotive, aerospace or manufacturing environment
- Ability to add value, reduce costs and make business improvements
- Contract management and supplier experience
- Project management experience
- Strong technical knowledge and understanding of electronics and mechanical engineering processes, components, and supply chain management
- Computer literate, to include advanced Excel skills
- Experienced Buyer (a minimum of 5 years) with strong negotiating skills.
- Excellent interpersonal and communication skills with the ability to work with others.
- Experience in using the Microsoft Office Suite of applications.
- Good organisational skills and able to work to demanding deadlines.
- Experience in using ERP systems (preferably Sage).
- Coach and mentor an apprentice

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Please send your CV via email to tracey@silentsentinel.com