

Job Title: Procurement Specialist

Reporting to: Procurement Services Manager

Accountabilities: To assist in developing and delivering sales activities comprising of procurement consultancy to both the public and private sector; setting up call off frameworks for use by the public sector, undertaking bid writing on behalf of In-tend and suppliers and providing managed tender services as appropriate to a range of clients.

Job Purpose:

1. Through conversation, developing enquiries into revenue through communicating effectively with prospective customers
2. Delivering procurement related consultancy (ie bid writing); through to fully managed procurement services (ie managed tenders) in line with client specifications. This may include assisting by developing legislatively compliant specifications
3. Working in conjunction with client organisations to act as an extension of their own Procurement Department delivering a range of instructed procurement services
4. Identifying and undertaking a range of procurement exercises for In-tend (DPS/frameworks) for a marketplace offering
5. Writing and delivering a range of procurement related seminars to a variety of audiences, both remotely and in person when restrictions allow (these may be online only indefinitely)
6. Contributing to our ISSN bi-monthly publication, *In-Procurement*
7. Assist in overseeing and upskilling junior members of the Procurement Services team
8. Other duties as required

Knowledge, Skills and Experience:

1. Recent public sector procurement and regulations experience
2. A familiarity with developing specifications and authoring compliant tender documentation
3. Excellent written and verbal communication skills
4. Ability to work on own or as part of a team
5. Experience in delivering procurement benefits through use of procurement tools
6. Experience of delivering bid writing
7. Experience in delivering a range of training materials both in person and online
8. Experience managing and developing procurement colleagues
9. Part or full CIPS qualification preferred

General Job Function:

1. Pro-actively learn and understand In-tends core functions and participate in continual training
2. Provide appropriate and timely telephone and/or e-mail assistance/responses to inbound correspondence - to include internal and external customers/clients
3. Liaise with other departments for optimal resolution of customer queries
4. Manage expectations of customers and/or provide difficult messages
5. Identify enquiries which may lead to further product/training sales and pass to the relevant department for follow up
6. Share knowledge and work as part of a team to achieve the monthly performance indicators and sales targets as advised to you
7. Ensure all communications with customers are carried out in line with the written standards and procedures defined by the Company and in a professional business manner
8. Attend training to develop relevant knowledge, techniques and skills

Hours 08:30am - 5.00pm Monday to Friday

November 2022