

Procurement Lead - Job Description

Intro:

We have a vacancy for an experienced and passionate Procurement Lead, supporting Augmentas during an exciting time of expansion. We have office space in London and many of our clients are London centric. We are a commercial consultancy with a focus on integrity and sustainability. You can expect to work with an awesome team, receive amazing support, excellent salary, and many benefits. No KPIs, no micro-management, home based role.

The Role:

In this role your scope will be to work alongside market-leading suppliers. You will be responsible for leading strategic procurement projects across a wide variety of categories. This role also requires you to produce professionally written proposal and pitch content that superbly articulates the organisation's value proposition and win themes. The procurement manager will play a leading role in ensuring the effective co-ordination and timely completion of tenders.

Key Responsibilities:

- Able to demonstrate procurement experience within a regulated environment.
- Write, Re-write, and edit proposal responses – these may be from scratch or from a variety of stakeholders, typically involving contributions from sales, marketing, product teams, finance, commercial, legal and delivery.
- Produce and deliver effective sourcing strategies.
- Manage supplier contracts through procurement and service delivery.
- Deliver completed written proposal responses with articulated win themes that exceed the customer's requirements against agreed deadlines, escalating issues as required.
- Participate in cost reduction activities and ensure this is delivered.
- Analyse data and produce reports and statistics on spending and saving.
- Excellent time management / prioritisation skills.
- Communicate and influence at senior level.
- Forensic attention to detail and meticulous proof-reading skills.
- Keep up to date with trends and innovations, new technology and regulations that can impact on the business.
- Build and maintain good relationships with new and existing customers.

Experience:

- A degree or equivalent work experience is a must.
- Excellent written English language skills are essential for this role.
- Membership of APMP is expected.
- Proven skills in writing
- Strong negotiation skills to get the best price and value for money.

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- Excellent analytical ability.
- A portfolio of bid wins should be in evidence.

Interested? Send your CV and cover letter to info@augmentasgroup.com