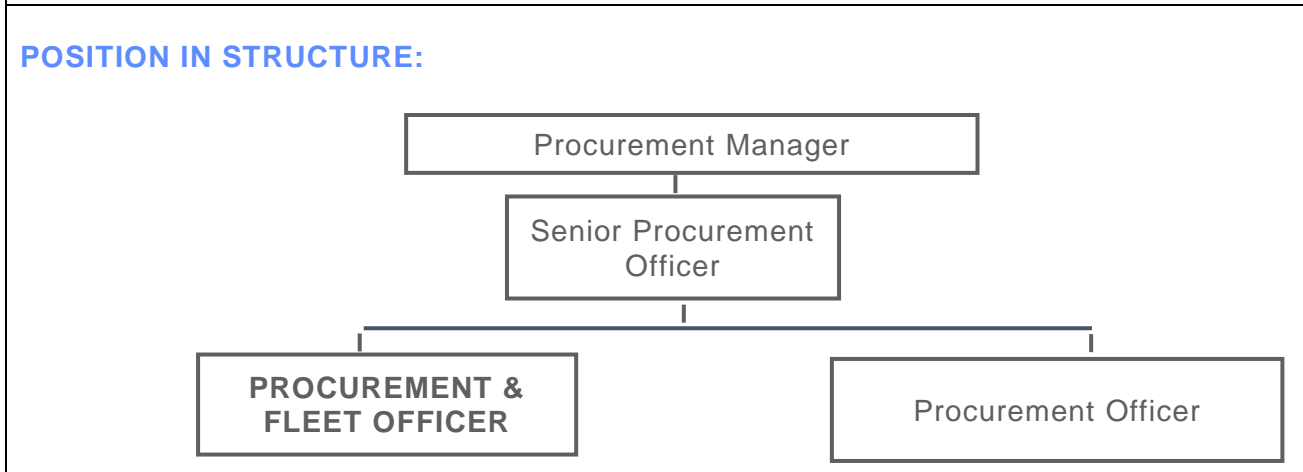


<b>JOB TITLE:</b>	Procurement & Fleet Officer
<b>RESPONSIBLE TO:</b>	Procurement Manager
<b>DIVISION:</b>	Group
<b>LOCATION:</b>	Hereford
<b>HOURS OF WORK:</b>	39 hours per week (Monday to Thursday – 8.00 a.m. to 5 p.m. and Friday 8.00 a.m. to 4.00 p.m. with 1-hour unpaid lunch)
<b>POSITION SUMMARY:</b>	Responsible for ensuring we secure high-quality and cost-efficient supplies for our business following procurement procedures and maintaining databases. Responsible for the operation and maintenance of the company's vehicles.



**KEY COMPETENCIES:**

➤ Conduct	➤ Communication
➤ Planning & Organising	➤ Building Relationships
➤ Customer Relationships	➤ Planning & Organising
➤ Problem Solving	➤ Technical Expertise

**MAIN DUTIES AND RESPONSIBILITIES:**  
In addition to the functions detailed below, employees are required to carry out such other duties as may reasonably be required.

**Procurement:**

- All purchasing for specific projects.
- Issuing quotation requests to suppliers and contractors, ensuring you have obtained the best deal.
- Evaluate quotes from suppliers relating to projects within your responsibility.
- Create and issue material bulk orders to main manufacturers, working from cost sheets, material specifications and pricelists.
- Any other basic (overhead) purchase order requests from the team.
- Build and encourage positive supplier relationships
- Purchasing and monitoring use of company uniform
- Purchasing of PPE, recording and monitoring operative use

- Dealing with any invoices queries, monitoring, chasing, and inputting credit notes, and updating the team.
- Weekly checks and monitoring of hire items and feeding back to the contracts team to push offhires
- Assisting with reviewing material delivery notes prior to supplier invoice approval
- Set up and creating of bulk orders
- Actively looking for new contractors nationwide, liaising with Contracts, and Estimating with regards to need. Issuing contractor approval forms.
- Responsible to chair project handover meetings between relevant departments to obtain project information required before the project commences.
- Assisting with the cost management of relevant projects and forecasting throughout the project.
- Cover for the procurement officer with holidays and sickness

**Fleet:**

- Monitor and maintain company fleet – organising repairs, servicing, MOT and tax
- Manage vehicle insurance claims, breakdown cover, and tracking system
- Collate and chase weekly vehicle checklists, actioning anything required
- Maintain vehicle log and drivers, arranging valets for any swap overs

**QUALIFICATION/EXPERIENCE:**

- Ability to communicate effectively both verbally and in writing.
- Self-organised and tidy working style.
- Aptitude for automating and streamlining office processes.
- Good time management.
- Ability to work within a fast-paced reactive environment
- To work within Central Groups Policies and Procedures.
- Ability to work as a member of a team whilst also using own initiative.
- CIP's qualification (or equivalent with a minimum of 2 years' experience in a procurement role)
- Knowledge of fleet process would be advantageous but can be taught.
- IT Proficient

**PERSONAL ATTRIBUTES:**

- Ability to organise workload effectively for the purpose of meeting deadlines.
- Able to demonstrate flexibility/versatility combined with initiative, drive, and ability to meet targets.
- Strong interpersonal skills and the ability to deal with a wide variety of contacts.
- Able to work flexibly responding to business needs.

**HEALTH & SAFETY:**

All employees have the duty to ensure the health, safety, and welfare of themselves, others, and the environment, including ensuring:

- Setting the highest possible standards of leadership in promoting H&S procedures and best practices
- Health & safety requirements and procedures are strictly enforced and adhered to
- both physical limitations and mental health issues are reported and dealt with appropriately
- The H&S Manager is informed of any accidents or near misses on site or any other H&S matters that the whole business can learn from
- You participate in training and development activities as appropriate and assist the safety team to ensure you are skilled, knowledgeable, and experienced to perform the tasks set

- You follow company policies and procedures and report any deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment.

**EQUALITY & DIVERSITY:**

You will conduct yourself in a manner which demonstrates 'equality' in the workplace, including:

- Respecting peers and valuing people as individuals
- Ensuring the workplace is free from discrimination
- Respecting choice and everyone's right to have their own beliefs
- Showing appreciation of 'diversity' through the added value of individual differences and various experiences

**OTHER:**

- Central Roofing and Building Services may amend this job description in whole or part at any time.
- Committed to working for an employer that values diversity and equal opportunities.
- Willing to undertake additional training or vocational qualifications as required, including annual training and DBS checks.