



Zen Internet Role Specification

JOB ROLE: Purchasing Manager

Reporting to the Head of Finance, your primary responsibility will be to ensure that commodities, services and utilities are procured at the best possible price whilst managing the competing priorities of quality and service.

This is a standalone role where you will be responsible for developing and managing the company's purchasing strategy. You will develop and improve working relationships with suppliers, lead contract negotiations and ensure the company reduces waste by improving supplier performance and minimising capital tied up in unnecessary stock. This is an extremely varied role covering all spend areas.

The successful candidate must have a proven track record in a similar purchasing role, be able to demonstrate first class negotiating skills and have experience of working for a technical service provider or have previous experience procuring networking, telecoms, hardware and other more general office services.

Responsibilities

- Establish and implementing robust company-wide purchasing procedures
- Develop and implement clear supplier KPI's
- Review purchase requests and ensure approval is in place for large spend items before discussions and negotiations commence
- Ensure formal contract and tendering process are in place to meet company and legal requirements
- Proactively seek out opportunities for the business to make immediate and long-term cost savings
- Develop a reliable base of suppliers who provide good value, competitive pricing and first class post sales service and support
- Review current supplier arrangements and take responsibility for identifying opportunities to consolidate or renegotiate terms
- Liaise with suppliers to understand market conditions and any potential impact these might have on pricing
- Ensure prices negotiated with suppliers are consistent and competitive
- Manage internal purchasing process and the placing of orders with external suppliers where appropriate
- Work closely with internal customers on all matters relating to new and existing contracts
- Work closely with the FD to ensure that cost initiative projects are completed and reviewed on a regular basis
- Carry out other ad-hoc duties or project work as required by the FD

Skills & Experience

- CIPS qualification or Qualified by Experience
- Demonstrable previous experience in Procurement preferably within an ISP, Telecommunications or IT (communications related) Service Provider
- Proven track record of handling & negotiating contracts
- Excellent interpersonal and negotiation skills
- Ability to work with diverse internal customer base and on cross business project teams
- Ability to work on own initiative
- Working knowledge of MS office
- Sound appreciation of Purchasing principles and business ethics associated with dealing with suppliers and internal customers (CIPS Course)
- Able to work effectively with others and work across a range of functions
- Able to understand the wider business perspective, at the same time as achieving results in immediate area

