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| **JOB DETAILS** |

**JOB TITLE**: Procurement Officer.

**HOURS:** 37.5 hours per week.

**REPORTING TO:** Finance Director.

**BASE:** Central Support Office, Laindon.

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| **JOB SUMMARY** |

Athena Care Homes (UK) Limited is seeking a dedicated Procurement Officer to join our team. The successful candidate will play a pivotal role in optimising procurement processes, ensuring cost-effective sourcing of goods and services, and maintaining strong relationships with suppliers.

The Procurement Officer is responsible for managing the procurement processes at Athena, identifying cost-saving opportunities, and ensuring compliance with company policies and procedures.

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| **JOB SPECIFIC RESPONSIBILITIES** |

**Key Responsibilities.**

* In consultation with the Exec Team (made up of the MD, FD and COO) develop and implement procurement strategies aligned with business objectives.
* Conduct market research and supplier analysis to identify potential cost savings and improve product quality.
* Undertake initial contract negotiations with suppliers to achieve the best possible terms and conditions. Final sign off in consultation with the Exec Team.
* Perform risk management and carry out due diligence reviews on supply contracts.
* Set expectations for and monitor the procurement process from requisition to delivery, ensuring timely and accurate order processing.
* Maintain accurate records of procurement activities, including contracts, compliance to preferred products, pricing, and analysis of supplier performance.
* Develop and maintain strong relationships with suppliers via ongoing meetings and excellent communications.
* Identify cost-saving initiatives, such as bulk purchasing and supplier consolidation for consideration by the Exec Team.
* Ensure compliance with relevant procurement regulations and company policies.
* Develop and deliver a monthly procurement KPI report for the SLT.
* Provide support to other departments becoming the Go To person for all procurement matters.

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| **PERSON SPECIFICATION** |

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|  | Essential Criteria |
| Qualifications/Education | * Relevant qualifications (achieved or working towards), such as CIPS Level 3 or above. * Project Management such as PRINCE2 (desirable). |
| Experience | * Proven experience in procurement or supply chain management. * Strong negotiation and communication skills. * Excellent analytical and problem-solving abilities. * Proficient in procurement software and systems. * Attention to detail along with high levels of emotional intelligence. * Ability to work under pressure and meet deadlines. * Understanding of the care home industry (desirable). |
| **Skills/**  **Knowledge** | * Strong negotiation skills. * Excellent written, non-verbal and verbal communication skills. * Knowledge of and competence in Microsoft Office applications and windows based operating environments. |
| Personal Qualities | * Reliable and punctual. * Able to adapt to change. * Approachable. * Confident. * Diplomatic. * Enthusiastic. * Flexible. * Influencing skills. * Listening skills. * Negotiating skills. * Patient. * Positive attitude. * Self-motivator. * Ability to promote a professional image for the company at all times. * Ability to travel to other homes where needed for training / support. * Able to adapt and add to the Athena culture. |

**This job description reflects the current main organisational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.**

Please sign to confirm you fulfil the essential criteria as detailed above and you accept and agree to deliver and comply with all requirements detailed in this job description for the Deputy Manager position.

Post holder’s name: …………………………………………………………

Post holder’s signature: …………………………………………………………

Date: …………………………………………………………