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Procurement Coordinator

The Role:

A support service to all BCS departments, raising purchase orders for stock, spare parts, fixed assets and transport movements

Key Responsibilities:

Supply Chain

Liaise and develop relations within supply chain. Assist in negotiations with contacts to obtain cost effective procurement

Identify where new suppliers are needed or no longer required. Update department managers on supplier performance when required

Procurement and Reporting

Purchase orders to be raised in line with agreed minimum and maximum stock levels with preferred suppliers using agreed pricing. All orders placed outside agreements are to be authorised by management

Delivery dates are to be agreed with suppliers and chased if they are not delivered within agreed timescales. Communicate all delays with sales or operations team

Procure fixed assets using relevant purchasing system to correct resource coding

Obtain delivery tickets for orders delivered direct to customers. Direct delivery tickets to be processed and sale orders confirmed within weekly invoice deadlines

Commercial awareness

Carriage charges and price increases to be challenged in first instance and communicated to department managers

Support the sales team with tender enquires and internal sales team with bespoke requests by obtaining best price from preferred suppliers

Minimise credit card spend where possible

System and process

Assist with goods return to supplier process

Maintain supplier price agreements within Syrinx and liaise with quality coordinator where required for uploads/changes

Key measures & targets:

Overdue purchase orders and direct to customer sales

Monthly stock/minimum stock order reports

Key relationships:

Suppliers, external and internal sales team

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Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Good communication and organisational skills
Ability to work well within a team due the shared role

Desirable

Product knowledge or previous experience within construction or traffic management

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.