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Procurement Coordinator (BCS Group)

The Role:

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

BCS Group, part of the Barhale Group, is a privately owned company first established in 1980. BCS Group is a leading supplier of safety and construction products and services that operates from our central manufacturing and distribution centre in the Midlands.

Key Responsibilities:

Procurement

Ensure all current and potential suppliers meet vendor assessment criteria and that best value is always obtained when procuring goods

Liaise with suppliers to develop and maintain positive supplier relationships

Assist in negotiations with suppliers to obtain cost effective pricing

Raise orders with suppliers and chase outstanding goods and purchase orders

Assist with invoicing queries

Re-order stock for BCS departments, monitor and maintain stock levels as necessary, and ensure all products are ordered and delivered within a reasonable time

Ensure all purchase orders/goods received notes are input onto the system

Update performance of suppliers as and when required

Co-ordinate goods returned process

Manage customer relationships

Ensure the level of service provided to BCS customers is of the highest standard and all communications are effectively maintained

Actively seek to resolve potential issues as a matter of urgency to avoid impact upon the business

Key measures & targets:

Orders to be raised and delivered within agreed timescales

Orders raised in accordance with Purchase policy

All requisitions processed within agreed timescales

Key Relationships:

Suppliers

All BCS departments

Barhale site teams

Person Specification:

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

Essential

General education to GCSE grade A-C or equivalent

Excellent verbal and written communication skills

A strong eye for detail

IT literate, proficient in using Microsoft Office

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Highly organised with the ability to prioritise and take ownership of workloads and deadlines
Confident communicator with all levels of personnel/stakeholders
Conscientious approach to work with the ability to self-critique work produced
Highly self-motivated and able to work with minimum supervision
Willingness and enthusiasm to take on new challenges and develop own role
The ability to be flexible and evolve with the ever-changing nature of the industries within which we operate
Ability to work well individually or as part of a team

Desirable

Experience within the construction industry
Siteman/Syrinx system knowledge and experience
Previous experience in a procurement role
Knowledge of ERP systems including stock

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.