

*Become part  
of our team...*



## **Procurement Coordinator**

### **The Role:**

The Procurement Coordinator role is responsible for raising purchase orders within the system for stock, spare parts and fixed assets for all business units.

To monitor reports and raise purchase orders as per agreed levels with consideration to dates within the month.

Managing a department mailbox for incoming requests for parts required for all operational teams.

Working closely with the sales team to provide cost and availability on bespoke products and provide regular updates on stock purchase order delays.

### **Key Responsibilities:**

#### **Supply Chain**

- Liaise and develop relations within the 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**

- Raise purchase orders 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 the sales or operations team.
- Procure fixed assets using relevant purchasing systems to correct resource coding.
- Obtain delivery tickets for orders delivered directly 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 the first instance and communicated to department managers.
- Support the sales team with tender enquires and the internal sales team with bespoke requests by obtaining the best price from preferred suppliers.
- Minimise credit card spending where possible.

#### **System and process**

- Working as a team, managing the goods return to a supplier process, ensuring all items are collected/returned as agreed and credits are provided as required.
- Maintain supplier price agreements within the system and follow the price update process as required.

*Become part  
of our team...*



### **Key measures & targets:**

- Overdue purchase orders and direct to customer sales
- Monthly stock/minimum stock order reports
- Management of buying shared mailbox

### **Key relationships:**

- Suppliers
- BCS Account Managers
- Internal sales team

### **Person Specification:**

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

#### **Essential**

- Confident communicating with suppliers, with a strong ability to negotiate
- Good organisational skills and capable of using multiple order reports
- Ability to work well within a team due to the shared role
- Product knowledge of construction supplies and traffic management

#### **Desirable**

Product knowledge of mechanical plant, safety, survey and gas detection equipment

### **Benefits:**

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

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

### **About BCS Group:**

BCS Group, a subsidiary of Barhale Holdings Plc, is a privately-owned company. We are a leading supplier of safety and construction products and services that has depots in both the Midlands and Scotland. We pride ourselves on providing a first-class service to all our customers, ensuring the right product or solution is delivered to the right location on time. With over 5,000 items within our core range, BCS Group can fulfil any order and ensure it is delivered directly via our own dedicated transport fleet or those of our partners.

**Manufacturing:** Our capabilities include standard and bespoke signage, labels, temporary and permanent road traffic signs and bespoke steel fabrication/installation which includes footbridges, walkways, flooring, guardrails, ladders and tunnelling products.

**Extensive Stock Range:** Distributor of leading industry brands in PPE & clothing, traffic management, safety & lifting and site equipment products. These include Bollé, Pulsar,



*Become part  
of our team...*

Globus, Rock Fall, Progarm, Portwest, Melba Swintex, Oxford Plastics, JSP, Nissen, Carters, Orafol, Crowcon, Radiodetection, Dräger, Ridgegear, and Plant Nappy.

**Safety Equipment Servicing:** Specialist safety & lifting repair, calibration and inspection since 1999. We have our own purpose-built maintenance and calibration facility for gas detection, cable avoidance, breathing apparatus and lifting equipment which along with our fully equipped mobile calibration unit is where all maintenance and repairs are carried out. Our staff are trained and fully qualified in maintenance, calibration and inspection of a full range of specialist safety & lifting equipment.

**Our People:** With a direct work force philosophy, the company culture is driven by our core values, which describes how we act day-to-day. We ensure all your needs are met through our national call centre and dedicated account management.

**Triple Accreditation:** ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and ISO 50001:2011 standards, which means our customers can have complete confidence that we have an ongoing commitment to be a safe, efficient and responsible partner.

### **How to apply:**

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [vacancies@barhale.co.uk](mailto:vacancies@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.