

Record UK Vacancy

Procurement Officer

Company Info

Record UK is the UK subsidiary of the Agta-Record Group who is one of the major companies within the automatic pedestrian door systems industry. The group manufactures and distributes door systems to over 40 countries worldwide.

We design, manufacture, supply, install and service automated door systems and aluminium shop-fronts throughout the UK to a wide range of organisations and clients.

Due to continued growth and high demand for its services, the company is now seeking to recruit a suitable candidate to join the Procurement Team in our expanding group.

This role will report to the Supply Chain Director.

Job Description

- 1) Identify and quantify the discretionary within the business and drive cost reductions wherever possible.
- 2) Liaise with key employees to determine their product and service needs.
- 3) Perform all procurement activities including pre-qualification, negotiating supplier agreements, preparation of contracts and tender management.
- 4) Identify areas for improvement to continually drive performance and business results.
- 5) Develop strong relationships with business stakeholders and strategic supply partners to improve business performance.
- 6) Create policies and procedures for risk management and mitigation including dual supply for key products.
- 7) Contribute to ISO Business Management system.

Essential Criteria

- Related experience in purchasing
- Confident in negotiating pricing with existing and new suppliers.
- Experience of using ERP systems, and solid working knowledge of MS Office packages
- High attention to detail, strong analytical skills and strong follow-up skills
- Excellent communication skills and the ability to work cross functionally with various internal departments, stakeholders and suppliers.

Benefits of Working at Record UK

If you are successful, you will join a forward-thinking organisation that is always striving to do better, adopting an empowering working environment that allows you the opportunity to grow and develop in your role and beyond.

As a Real Living Wage employer, you can expect to receive the following benefits when you work at Record UK:

- Life assurance scheme.
- Enhanced sick pay.
- Annual salary review scheme.
- Hybrid working scheme.
- Christmas shut down period with an ex-gratia half day on Christmas Eve.
- Access to an online employee benefits portal.
- Access to an extensive online training portal.
- Access to an Employee Assistance Program.
- Bi-weekly fresh fruit delivery to head office.
- Onsite tea & coffee making facilities.

Additional Information

Hours: 40 hours per week.

Holidays: 33 days

UK travel as and when required to visit suppliers.

Equal opportunities: We follow an equal opportunities policy

Salary: Negotiable – dependent on experience.

Location: Blantyre.

To apply send your CV and covering letter to recruitment@recorduk.co.uk with subject heading "Procurement Officer"

