

## Job Description

### Procurement Executive

#### Who are we?

Broadway is an award-winning network delivery and Internet Service Provider (ISP). We use the latest fibre and wireless technology to deliver outstanding broadband connectivity across Scotland and Wales delivering an alternative network to Openreach as well as retail ISP. The main current focus of the business is across South Wales but is expected to expand to the rest of the country over time.

Entering a period of rapid growth, we now need a Procurement Executive

While a degree of autonomy is required, and the candidate must be a self-starting and enthusiastic. You will be expected to work with a broad range of external and internal stakeholders and suppliers etc.

#### Core responsibilities are to:

- Oversee supplier processes and relationships with a particular emphasis on negotiation, purchasing, and quality with a 'right first time' ethos.
- Monitor and track stock/equipment levels for core projects and installations; ensure stock levels are maintained, place advance call off orders in a proactive and timely manner in line with European and worldwide manufacturing lead times, manage shortages and call offs.
- Help with tracking stock forecast v actuals.
- Create and provide reports as required.
- Negotiation with suppliers to obtain quotes and fulfil project/client procurement requirements within SLA.
- Liaise and negotiate with suppliers to achieve best commercial results.
- Maintenance of; supplier database including all equipment under contract with 3rd parties, equipment calibration and essential equipment/vehicle maintenance
- Liaison with suppliers, other internal teams/customer services as applicable on progress of orders.
- The raising of Purchase Orders daily for suppliers and contractors, maintain accurate Purchase Order records.
- Booking in of Purchase Orders (after obtaining proof of delivery/completion)
- Issue and track bulk and project orders from cradle to grave.
- Provide information and resolution to invoice queries to finance team and or with Sub-Contractors/Suppliers.
- To support the development and implementation of best procurement/business practices.
- Focus to decrease costs, improve service, and ensure core stocks and equipment are available to meet project deployment timelines and operational needs.
- Logging Warranty Calls with Manufacturers on behalf of clients/chasing repairs under warranty.
- Keeping all interested parties updated with the order progress/completion information.
- Assisting other team(s) /team members as necessary.
- Provide support to the Operational team with all departmental/project requirements.

## **The Successful Candidate:**

- Proven experience of supplier liaison, preferably in a Telco environment & or manufacturing environment.
- Prior Purchasing and or Supplier experience.
- Analytical/Logistical experience is desirable.
- Hardware knowledge, ideally at component level is preferable.
- Thorough, able to demonstrate attention to detail and assess shifting operational priorities.
- Experience of Customer/Supplier telephone liaison and written communication
- Intermediate/Advanced MS Office skills.
- Excellent communication skills at all levels of the business, A team player as you will be working across the business with a number of internal stakeholders.
- A highly effective communicator, (both verbal and written).
- The ability to work under pressure and prioritise in a calm and professional manner.
- Energetic, self-motivated with strong organisation skills, happy to work autonomously and as part of a team.
- Ideally degree qualified although experience and attitude are as important.
- A team player as you will be working across the business with a number of internal stakeholders.
- A self-starter, demonstrating the ability to roll up the sleeves.
- Experience within the telco/manufacturing sector is advantageous.
- **Candidates with the relevant experience or job titles of:**
- Procurement Officer, IT Procurement Advisor, Purchaser, Procurement Manager, Purchasing, Supply Chain procurement
- Procurement Administrator, Procurement Executive, Procurement Operations, IT Procurement Executive, Procurement Admin, Buyer, Purchaser may also be considered for this role

## **Basic Benefits**

- Competitive Salary
- 25 days annual leave (plus bank holidays)
- Contributory pension Scheme (up to 5% company contribution)
- Staff recognition bonus scheme
- Company healthcare scheme
- Flexibility in time and place of work, subject to the needs of the business.