

Role and responsibilities

A. Position Details

Position title	Procurement Co-ordinator
Date	March 2023
Line Manager title	Technical Procurement Officer and/or Category Manager
Grade	12

B. Job Purpose

- Provide efficient and effective support to SUEZ in the procurement of goods and services, issuing advice and guidance to SUEZ staff on company governance rules quality and standards where required.
- Assist the Procurement Officers in sourcing a wide range of goods and services, including some negotiating of prices, and standards terms and conditions with vendors.
- Ensure through efficient procedures that all activities in the purchasing department confirm to the company's governance rules and quality standards.
- Monitor SUEZ purchase to pay system to ensure purchase orders are raised accurately in accordance with company procedures.
- Resolve queries from suppliers, company sites, and internal personnel to a satisfactory conclusion ensuring good relationships are maintained
- Provide general clerical support within the department including preparation of tender documents, drafting of contracts, spend analysis reporting and other work deemed necessary.
- Provide support for the approval of new vendors as required.
- Providing assistance with invoice/delivery reconciliation for imported goods.
- Assist the Procurement Officers/Category Managers in implementing and communicating the benefits of new supplier arrangements to Operational Teams and subsequently monitor supplier performance via SUEZ Supplier Relationship Management process.
- To liaise with wider Procurement Team in order to gain day to day knowledge of existing contract and agreement successes, and to knowledge share regarding areas of category expertise.

C. Key Responsibilities

- To understand the potential effect to the business bottom line and financial implications of the work that procurement carries out
- Develop knowledge of the full end to end procurement process, including negotiation skills and contract drafting
- Identify and record potential savings within the business
- Carry out analysis of SUEZ's procurement trends for Procurement Officers/Category Managers
- Work closely with other SUEZ departments as required in order to derive quality product and service specifications
- Update, amend and maintain approved suppliers within the approved supplier database
- Update and maintain supplier information and price lists on the preferred supplier database and purchase to pay systems
- Work closely with the Category Manager/Procurement Officers to produce pragmatic and workable procurement project and tender plans which can be shared with the business, project team and supplier as appropriate.
- Work closely with wider Procurement Team knowledge share and facilitate better teamwork.
- Occasional travel within the UK may be required including overnight stays.

C. Key Skills

- Highly motivated with a commitment to develop knowledge on the benefits of quality procurement solutions.
- Excellent communication skills (verbal, written, presentation) to enable interaction at all company levels and build relationships with key stakeholders.
- Self-managing, with flexibility to adjust working style to fit with differing projects and teams.
- Process driven individual who understands the benefit of project disciplines.
- Customer Focused with an analytical approach to problem solving
- Desire to become CIPS qualified.
- Proficient in the use of Microsoft Office

D. Corporate Responsibilities

In line with SUEZ Health and Safety Policy the job holder is expected to;

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To co-operate with SUEZ and with other employees in order to comply with health and safety law and SUEZ Health and safety Policies and Procedures
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.
- To ensure that within his/her areas of responsibility, SUEZ complies fully with its legal duties in respect of the health, safety and welfare of its employees and of other people who may be affected by his/her actions or omissions
- To ensure that the responsibilities commensurate with his/her role as laid out in the Health and safety policies and Procedures are fully met.

In line with SUEZ Values and Ethics Charter the job holder is expected to ;

- Act in a honest, responsible and respectful manner to others
- Be responsible for their own professional conduct
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities
- Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community

Any other duties that are reasonably requested within the scope of the job role

E. General Criteria (Essential & Desirable)

F. Key Competencies & Attributes

KNOWLEDGE/QUALIFICATIONS/TRAINING/SKILLS & EXPERIENCE	CRITERIA RATING
	1= LOW 5= HIGH
CIPS Foundation Stage	2
Full UK Driving Licence	3
Presentation Skills	4

Negotiation Skills	2
Communication Skills	5
Working knowledge of procurement process	2

F. KEY COMPETENCIES & ATTRIBUTES	MINIMUM ESSENTIAL RATING
SERVICE TO THE CUSTOMER/COLLEAGUE:	
Is this person passionate about personally 'understanding the customer' and meeting their needs?	4
FINANCIAL AWARENESS:	
Does this person understand the financial impact on the business of any decisions made?	3
BUILDING CAPABILITY:	
Does this person work to develop the long term capability of others?	1
COMMUNICATION EFFECTIVENESS:	
Does this person firmly believe in communication to all appropriate stakeholders and have the skill to get ideas accepted by others or to get others to change their opinion?	3
DRIVE FOR RESULTS	
Does this person lead individuals or groups of people effectively and make continuous improvements and meet/surpass targets and goals?	1
PROBLEM SOLVING:	
Can this person recognise a problem and decide what to do about it?	3
QUALITY OF WORK:	
Is this business run in a manner that complies with all operational standards both internal and external?	3

Please note

- In line with our Values and Ethics Charter, the job holder is expected to:
 - Act in an honest, responsible and respectful manner to others.
 - Be responsible for their own professional conduct.
 - Comply everywhere and in all circumstances with the laws and regulations connected with their activities.

- Comply with our obligations to other parties such as shareholders, associates, clients, suppliers and the community.
 - Ensure the health, safety and wellbeing of employees, customers and other personnel at all times.
2. The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.