

# job description



<b>Position title</b>	Assistant Procurement Officer
<b>Date</b>	Sept 2023
<b>Line Manager title</b>	Category Manager
<b>Grade</b>	TBC – Grade 11

## Purpose

To implement the procurement plans for the category that is managed, achieving cost savings and delivering on service level agreements. Negotiating contracts, managing suppliers and identifying opportunities for continuous improvement within the procurement department and SUEZ, ensuring that the procurement strategy is aligned with SUEZ and SUEZ business requirements

## Key responsibilities

The job role of assistant procurement officer involves the following duties:

- Approval of all Energy Team requisitions when delegated. Apply items to catalogues if deemed suitable and update supplier information and price lists on COUPA. Liaise with buyers on. Monitor all amendments to purchase orders

Export and Import Approvals and Database :-

- Use database for invoice / delivery reconciliation
- Check All Incoterms on items coming from overseas via COUPA import check
- Issue advice and guidance to stakeholders and requisitioners on the import/export process
- Assist with PPT (Plastic Packaging Tax) - Treasury/Tax office
- Ensure that saving targets set are met or exceeded by delivering well negotiated contracts in terms of price, quality and contractual conditions
- Support Managers to enable them to draft detailed specifications to ensure requirements are clear to ensure SUEZ is receiving the best value for money at the lowest risk for every project
- Support the category manager to review agreed categories ensuring that services and costs are compared and conduct value analysis benchmarking and cost breakdowns to identify areas for cost savings whilst maintaining quality and service

## Key responsibilities [cont'd]

- Engage with key stakeholders within the business on how to professional manage suppliers to ensure contractual and ethical compliance
- Make recommendations for change by influencing operational managers to tender existing contracts and change suppliers when cost/quality savings have been identified
- Take ownership for supplier evaluations and assessments to identify non-compliance in relation to financial stability, legislation and in conjunction with H&S and QEMS, recommending ways for the supplier to improve or be removed
- Write and agree contractual terms and conditions for engaging with suppliers to ensure compliance to legislation and protect SUEZ from unnecessary risk
- Monitor supplier contracts to continuously evaluate supplier performance against the terms as laid down ensuring process are adhered to and service levels met

This list is not exhaustive

## Skills

- Strong interpersonal skills
- Excellent communication skills – written, verbal and presentation skills
- Ability to interact at all company levels and build relationships with key internal and external stakeholders
- Influencing
- Negotiation
- Strong analytical skills
- Risk identification and mitigation

## Behaviours

- Collaboration, working effectively as part of a team and with stakeholders
- Self motivated
- Strong interpersonal skills and comfortable with interacting at all company levels
- Uphold the ethical code of practice as laid down by the SUEZ group to maintain Corporate Social responsibility
- Take ownership
- Driven to securing best price and service

## Knowledge

- Experience in a procurement role
- Strong knowledge of Microsoft Office software, especially Word, Excel and Outlook or similar programmes

## Specific candidate requirements

- Industry experience is desirable
- Coupa experience

## Qualifications

- Working towards MCIPS qualification is desirable

**Please note:** The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.