

Would you like a career with a market leader supplier of Non-Mechanical Products?

Elite GSS and Group of Companies are seeking a talented individual to join the team as a Procurement Manager at our offices near Bedford.

Established in 2014, Elite GSS Ltd is a market leading supplier and award winner of SME 2022 awards of non-mechanical products for hire and sale. Our outstanding working environment(s), exciting career and development opportunities, ideal for individuals who are driven to deliver complete customer satisfaction. We recognize and reward hard work, loyalty and achievements with excellent incentives and a structured discretionary bonus scheme. You can also expect;

- Salary £35-40k DOE
- Private Health Care
- Career progression and management development opportunities
- Good holidays and Christmas Shutdown
- Social Staff Events

### **About you..**

This position is an office-based position, within a busy but relaxed atmosphere. We are looking for applicants who are well presented with excellent customer service skills and a professional manner. If you are comfortable in customer service and sales situations, can co-ordinate and work alongside the Sales Manager within the business, then you are the person we are looking for.

Working as part of a team in a very busy and fast paced non-mechanical office. To provide a prompt and efficient service to customers both internal and external. To maximise all revenue opportunities and to administer all associated paperwork and to provide outstanding customer service at all times.

This position is a permanent, full time one and experience in the construction sector is not essential, as all training is provided to support your success in the role. However, strong customer service and communication skills are essential alongside the willingness to work within a busy and reactive environment.

### **Position Responsibilities**

- Encourage strong business relationships with suppliers;
- Develop and educate suppliers to the performance measurements and principles of continuous improvement;
- Develop strong, ethical relationships with suppliers
- Ensure that activities surrounding dealings with suppliers are conducted under the help of good business practices
- Create and implement a local procurement strategy
- Analyse, review and finalise sourcing decisions based on process outcomes, and negotiate regional/national/global agreements to ensure that the selection of suppliers meets all of Elite Group of companies requirements;
- Maintain close relationships with key suppliers to ensure they deliver against expectations and that they are getting the best leveraging in their capability
- Assess new suppliers and capabilities within his/her responsible spend categories to ensure it is working with right capability at the best possible cost
- Establishment and maintenance of SharePoint database to hold relevant, complete and accurate information thus enabling immediate data mining whenever required

Due to the location(s) you will require a full driving licence; and successful applicants will be required to attend interviews.

**ELITE GSS**  
**JOB ADVERT: GROUP PROCUREMENT MANAGER**

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Salary: £35-40k DOE  
Job Types: Full-time, Permanent