



**Usel.**  
**Championing Ability.**

**Job Title:** Procurement Officer

**Location:** Ulster Supported Employment Ltd (USEL)  
182 – 188 Cambrai Street, Belfast BT13 3JH

**Responsible To:** Finance Manager

**Objective:** To be responsible for buying the best quality equipment, goods and services, at the most competitive prices, to enable Usel to operate in a competitive market.

**Job Ref:** PO18

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**Job Description:**

- Forecast levels of demand for services and products;
- Maintain stock levels in line with min/max requirements;
- Conduct research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality;
- Liaise between suppliers, manufacturers, relevant internal departments and customers;
- Build and maintain good relationships with new and existing suppliers;
- Negotiate and agree contracts, monitoring the quality of service provided;
- Maintain contract files and use them as reference for the future;
- Forecast price trends and their impact on future activities;
- Produce reports and statistics using computer software, if required;
- Raise and evaluate tenders on Department of Finance website and make recommendations, based on commercial and technical factors;
- Ensure suppliers are aware of business objectives;
- Attend meetings and trade conferences, as appropriate;
- Check compliance of suppliers via ISO 9001-2015
- Raise and record Purchase Orders

## **Person Specification:**

### **Essential:**

- CIPS Diploma in Procurement and Supply, or other relevant qualification
- Three years experience in a purchasing environment
- Understanding of purchasing processes & contract management
- Great communication skills - both written and verbal
- Ability to prioritise workload
- Ability to / experience of working in a busy office environment
- Excellent computer skills including Word, Excel, PowerPoint and CRM Systems
- Ability to work as part of a team
- Able to work under pressure and to tight deadlines
- Able to adapt to change and positive attitude

### **Desirable:**

- Experience using SAGE 200 financial system

## **Terms and Conditions**

- Salary range: £21,988 - £24,725-Note, applicants will start on the lower scale unless evidence is provided of extensive experience
- 35 hours per week – worked over 4½ day week (part time applications will be considered)
- 27 days annual holidays plus 10 statutory holidays