



JOB DESCRIPTION – PROCUREMENT SPECIALIST

Job Title: Procurement Specialist

Department: Buying and Procurement

Reports To: Procurement Manager

Job Overview

As a Procurement Specialist at Trendie, you will be responsible for ensuring the effective acquisition of goods and services that meet the company's needs in terms of quality, cost, and delivery. Your role is pivotal in achieving cost efficiencies while maintaining high standards of quality and compliance. You will strategically source, negotiate, and manage supplier relationships, contributing directly to the operational success of the organisation. This position requires a balance of strong negotiation skills, supplier management, and an in-depth understanding of procurement processes, aligned with the company's strategic goals.

Key Responsibilities

Supplier Identification and Assessment:

- Proactively identify, evaluate, and onboard suppliers that meet the organisation's quality, cost, and delivery requirements.
- Conduct thorough market research and analysis to ensure access to high-quality suppliers capable of meeting Trendie's supply chain demands.

Contract Negotiation and Management:

- Lead negotiations with suppliers to secure favourable terms, optimising pricing, quality, and delivery conditions.
- Establish clear, enforceable contracts that mitigate risks and ensure supplier accountability.



Supplier Relationship Development:

- Foster long-term, mutually beneficial relationships with key suppliers to ensure continuous supply and strategic partnerships.
- Act as the primary point of contact for suppliers, resolving any issues and facilitating clear communication.

Performance Monitoring and Quality Assurance:

- Continuously monitor supplier performance, ensuring adherence to agreed-upon standards for quality, cost, and timely delivery.
- Address and resolve any performance issues promptly to minimise disruption to the procurement process.

Cross-Departmental Collaboration:

- Collaborate with internal departments such as Operations, Finance, and Product Development to align procurement activities with company objectives.
- Ensure procurement strategies support overall business goals and enhance operational efficiency.

Procurement Process Management:

- Oversee the end-to-end procurement cycle, from initial sourcing to contract finalisation and supplier performance management.
- Implement efficient procurement processes that reduce costs and improve supplier management.

Compliance and Ethical Standards:

- Ensure all procurement activities comply with Trendie's policies, industry regulations, and ethical standards.
- Maintain accurate procurement records, safeguarding transparency and accountability in all transactions.



Qualifications and Experience

- **Educational Requirements:** A Bachelor's degree in Supply Chain Management, Business Administration, or a related discipline is essential.
- **Professional Experience:** A minimum of 3 years of proven experience in procurement, sourcing, or supply chain management, preferably in a fast-paced environment.
- **Contract Negotiation Expertise:** Demonstrated proficiency in negotiating complex contracts, ensuring optimal pricing and terms for the organisation.
- **Industry Knowledge:** In-depth knowledge of procurement best practices, industry standards, and emerging trends in supply chain management.
- **Technical Proficiency:** Familiarity with procurement software and tools to streamline processes and maintain efficient supplier management.

Skills and Competencies

- **Exceptional Communication and Interpersonal Skills:** Strong ability to communicate clearly and persuasively, both in writing and verbally, to negotiate effectively and collaborate with cross-functional teams.
- **Analytical and Problem-Solving Ability:** Proficiency in analysing data to make informed procurement decisions, coupled with the ability to solve complex procurement-related issues.
- **Project Management:** Adept at managing multiple projects simultaneously, prioritising tasks to ensure timely and efficient procurement processes.
- **Attention to Detail:** Strong focus on accuracy and thoroughness in all aspects of the procurement cycle to ensure successful contract execution.
- **Teamwork and Collaboration:** Ability to work effectively with various departments to meet organisational goals and foster a collaborative work environment.



Working Conditions

This is a full-time role based in a dynamic and fast-paced environment. You may be required to travel occasionally to visit suppliers or attend industry events. The role involves managing tight deadlines and high-pressure situations while maintaining a focus on strategic procurement outcomes.

Key Performance Indicators (KPIs)

- **Cost Savings:** Measure and report on the cost reductions achieved through strategic sourcing and negotiation.
- **Supplier Performance:** Track and evaluate supplier performance based on delivery accuracy, quality, and adherence to contract terms.
- **Timeliness:** Ensure that all procurement requests are processed accurately and delivered on time, minimising supply chain disruptions.
- **Process Efficiency:** Continuously work to streamline procurement processes, reducing cycle times and increasing overall efficiency.
- **Compliance and Ethical Standards:** Ensure strict adherence to organisational procurement policies, regulatory requirements, and ethical business practices.

Company Values and Culture

At Trendie, we uphold the values of integrity, collaboration, and operational excellence. As a Procurement Specialist, you are expected to embody these values by ensuring ethical procurement practices and fostering a culture of teamwork. Your role is critical to supporting Trendie's mission of delivering quality products and services efficiently.

Career Path

This position offers opportunities for career growth within the procurement and supply chain fields. Potential career advancements include roles such as Senior Procurement Specialist, Procurement Manager, or Supply Chain Manager, with a focus on strategic sourcing, supplier risk management, and global supply chain optimisation.

By joining Trendie, you become a key contributor to shaping the organisation's procurement strategies, driving cost savings, and ensuring long-term supplier partnerships that support the company's goals.

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