

Career Opportunity: Associate Procurement Consultant

Full time permanent role

£23,000 - £27,000 per annum starting salary

About us:

Cirrus Purchasing Ltd is a specialist purchasing and supply consultancy supporting the social housing, public and private sectors.

Based in Merseyside, we work with clients from all over the UK delivering billions of pounds of procurement activity and millions of pounds of savings for our clients. Our services include strategic procurement support, large scale tenders, consultancy advice, value improvement projects, training on current procurement legislation and hands-on supply chain management support.

We have a national reputation in our sector and have won and been shortlisted for several national awards. For more information about Cirrus Purchasing and the services we provide please visit www.cirruspurchasing.co.uk.

About the job:

As an Associate Procurement Consultant, you will undertake purchasing activity on behalf of clients including large scale tenders, produce consultancy reports, deliver cost benchmarking and data analysis, and provide clients with technical advice and support.

An entry point into your consultancy career, the role will include significant skills development and progression up the consultancy pay scale.

This is an exciting opportunity for the right individual to begin a long term procurement career within a growing and dynamic business. Consequently, we are seeking candidates who are committed to building a career within Cirrus.

The successful candidate will primarily work onsite with clients (which could be nationwide), at our office in Wallasey, Wirral and occasionally remotely from home.

About you:

- You will have experience of public sector purchasing with a working knowledge of the Public Contracts Regulations 2015
- You are a self starter, motivated to drive improvement and work under your own initiative
- You are a natural problem solver, able to identify issues and construct solutions
- You have excellent verbal and written communication skills, both to integrate with the team and to liaise with clients and suppliers
- You are highly numerate and can use data to inform your problem solving and decision making
- You have solid organisational and time management skills, and can prioritise workload and meet deadlines

Being a car owner is not essential as we aim to travel by public transport to support our environmental policy.

Applications are by CV and covering letter to Claire Paton, Director of Consultancy at cpaton@cirruspurchasing.co.uk.