

PROCUREMENT MANAGER ROLES AND RESPONSIBILITIES

Reporting to: Operations Manager

Role Overview

The Procurement Manager at Spark Tech MEP Ltd plays a central role in leading and managing the company's procurement operations. This includes the sourcing, purchasing, and delivery of materials, equipment, and services across all MEP projects. The role demands strategic oversight, supplier relationship management, and effective use of procurement tools; particularly COINS software, to ensure timely, cost-effective, and high-quality procurement aligned with business objectives.

Key Responsibilities

1. Strategic Procurement Management

- **Supplier Identification and Evaluation:** Lead the identification, qualification, and onboarding of reliable suppliers for construction materials, plant, and specialist services.
- **Procurement Strategy Development:** Develop and implement procurement strategies based on market analysis, pricing trends, and project requirements, in alignment with company goals.
- **Purchasing Oversight Using COINS:** Ensure all material, plant, and asset orders are accurately processed, tracked, and managed via COINS software. Maintain procurement workflows and approvals strictly within the system.
- **Team Leadership:** Lead and supervise the procurement team, including buyers and assistants. Monitor performance, set objectives, and conduct regular reviews to support development and ensure efficiency in the procurement process.

2. Supplier and Contract Management

- **Supplier Relations:** Build and maintain strong, collaborative relationships with key suppliers and subcontractors to secure favourable pricing, lead times, and service levels.
- **Negotiation and Contracts:** Oversee negotiation of terms, pricing, delivery schedules, and contractual agreements with suppliers. Ensure that quality and compliance are never compromised in pursuit of cost savings.
- **Performance Monitoring:** Conduct regular performance assessments of suppliers, addressing reliability, responsiveness, delivery times, quality of goods, and compliance with contractual terms.

3. Systems, Documentation, and Compliance

- **Use of COINS Software:** Ensure consistent and effective use of COINS for all procurement functions, including issuing purchase orders, managing goods received notes (GRNs), logging material deliveries, and tracking assets.

- **Documentation Control:** Maintain accurate, centralised records of all procurement transactions, tender submissions, supplier agreements, and contract documentation.
- **Regulatory and Policy Compliance:** Ensure all procurement practices comply with internal company policies, industry standards, and applicable legal or ethical regulations. Provide audit-ready documentation when required.

4. Cost Control and Risk Management

- **Cost Optimisation:** Continuously review opportunities for cost savings across the supply chain. Implement initiatives that reduce costs while upholding quality and service requirements.
- **Risk Mitigation:** Identify and manage procurement risks such as price fluctuations, supply chain delays, and non-compliance. Develop contingency plans and manage exposure through effective contractual terms.
- **Data-Driven Decision Making:** Conduct spend analysis using COINS and other tools to inform strategic sourcing decisions, supplier selection, and performance benchmarking.

5. Procurement Budgeting and Reporting

- **Budget Alignment:** Support the operations and commercial teams by ensuring procurement activities remain within project and company-wide budget constraints.
- **Performance Reporting:** Prepare and present detailed procurement reports to the Procurement Director and senior leadership, including insights into savings achieved, spend categories, and supplier performance.
- **KPI Monitoring:** Track and report on key procurement metrics, including order accuracy, lead times, supplier reliability, and budget adherence, ensuring continuous improvement and accountability.

6. Asset Tagging and Management

- **Asset Registration and Tagging:** Ensure that all procured plant, tools, and high-value equipment are logged and asset-tagged upon receipt. Implement standardised tagging protocols to ensure traceability and accountability throughout the asset lifecycle.
- **Asset Management:** Maintain a live and accurate asset register. This includes the assignment of asset tags, location tracking, maintenance logs, and movement history across all project sites and depots.
- **Asset Tracking and Movement Control:** Monitor the allocation, usage, and redeployment of assets across multiple sites. Ensure site teams update movement records to prevent asset loss or duplication.
- **Lifecycle Oversight:** Track the full lifecycle of assets; from procurement and deployment to maintenance and eventual decommissioning or disposal. Use asset data to inform replacement planning, warranty tracking, and cost recovery initiatives.
- **Compliance and Audit Readiness:** Maintain audit-ready asset records, including inspection dates, calibration records, ownership history, and compliance certifications where required.

- **Loss Prevention and Accountability:** Develop protocols to address lost, damaged, or stolen assets. Coordinate with project and site managers to implement corrective measures and reinforce accountability across teams.
- **Reporting and Analytics:** Generate regular reports on asset utilisation, idle time, maintenance history, and asset value depreciation. Use these insights to support operational planning and capital expenditure forecasting.