

# PROCUREMENT SPECIALIST / BUYER

## JOB DESCRIPTION: PROCUREMENT SPECIALIST / BUYER

**Job Title:** Procurement Specialist / Buyer

**Location:** South Holland

**Reports To:** Procurement Manager / Head of Supply Chain

### About the Role

We're seeking a strategic, commercially focused **Procurement Specialist / Buyer** to optimize sourcing and purchasing within our fast-growing omnichannel retail business. You will secure top-quality goods and services at competitive rates, negotiating with suppliers and managing end-to-end procurement processes to drive efficiency and support the supply chain.

### Key Responsibilities

#### Sourcing & Supplier Management

- Research and evaluate suppliers to identify the best value based on price, quality, and reliability
- Negotiate pricing, contracts, and lead times to secure optimal supplier arrangements
- Maintain strong relationships and manage supplier performance

#### Purchasing & Order Administration

- Issue and monitor purchase orders, ensuring compliance with procurement policy
- Track order progress, resolve delays, and ensure on-time delivery

#### Cost & Market Analysis

- Stay informed about market trends and leverage insights for savings opportunities
- Conduct cost-benefit analyses to support strategic procurement decisions

#### Cross-Functional Collaboration

- Work closely with operations, supply chain, logistics, and finance teams
- Ensure procurement meets both internal needs and overall business objectives

## Process Improvement & Compliance

- Enhance procurement processes, systems, and documentation
- Maintain accurate data in ERP systems and uphold audit and legal standards

## What You Bring

### Experience & Education

- Bachelor's degree in Business, Supply Chain, or Procurement
- Minimum 3 years in a procurement or purchasing role, ideally in retail or logistics

### Skills & Attributes

- Strong negotiation, analytical, and problem-solving abilities
- Excellent communication and relationship-building skills
- Proficiency in ERP systems and advanced Excel
- Detail-oriented, deadline-driven, and proactive in decision-making

## What to Expect

- A strategic procurement role central to driving cost-efficiency and supplier performance
- Ownership over sourcing, vendor relationships, and purchasing workflows
- A dynamic, team-oriented environment with real impact potential

## Compensation

We offer a **highly attractive, above-market salary package**, reflecting the value of excellent procurement talent. This includes:

- A base salary **well above current market standards**
- Performance-based incentives and bonus potential
- Opportunity for career growth within a scaling organization