



APTITUDES

Reliable and versatile, analytical, self-motivated / applying initiative, ability to set priorities and work to deadlines, good communicator, ability to motivate, pro-active and committed, troubleshooting and staying calm under pressure.

COMPUTER SKILLS

Excellent command of Microsoft Office, Coins, Syspro, Sage and other platforms.

The ability to learn or adapt to any new system or software package quickly.



WORK EXPERIENCE

Magenta Living - Procurement Specialist June 2022 – June 2023

- Delivering high quality proactive procurement services to support Magenta Living in delivering its strategic aims and objectives and in achieving best Value for Money through all its procurement activity;
- Maintaining a high level of procurement and market intelligence to implement best procurement practice in providing appropriate procurement advice and guidance to key stakeholders within the business;
- Providing procurement advice and guidance to Magenta staff and associates, in line with Magenta's internal procurement rules, procedures, guidance, procurement manual and Standing Orders including Public Contracts Regs (PCR2015), consideration of GDPR, social values, sustainability, IR35, VFM and the most appropriate and effective procurement routes available to them for their particular purchase;
- Working with key stakeholders to ensure that procurement plans are in place and adhered to, including provision of /procurement timetables to enable the planning and scheduling of procurement projects in line with Magenta's Investment programme, Contracting Programme and available procurement resource;
- Working in close partnership with key stakeholders to create compliant RFQ/ SQ/ Invitation to tender documents which meet the needs of the business, are compliant with Magenta's procurement procedures and Public Procurement Regs 2015 (including above threshold projects);
- Leading and project managing the procurement of a wide range of Contracts for supplies, services and works including above threshold as instructed by the Procurement Manager, in line with ML procurement procedures;
- Working closely with technical leads and assist them in drafting Specifications of Requirements and all associated Invitation to Tender documents.
- Chairing tender moderation meetings with internal and external Stakeholders ensuring the consensus view is recorded and reflected in the Award Report and supplier feedback.
- Drafting Tender reports in liaison with key stakeholders evidencing due process and making recommendations for award.
- Utilising ML's e-procurement portal for e- tendering, tender evaluation and Contract Award / Maintaining the Contracts Register;
- Drafting ML Contracts using ML Standard Forms of Contract or other industry standard forms such as JCT/ NEC3 as may be applicable and advise on Variations, in consultation with the Procurement Manager;



PROFILE

A multi-lingual buyer speaking Spanish, English and Romanian with experience in both private and public sectors – New Built, Regeneration and Project Management. Some categories covered include Subcontract, Materials and Services. Complete procurement life cycle experience.

- Working in liaison with the Contract/ Project Manager to develop and agree the Contract Management Plan and checklist for each Contract following award, in line with Magenta's Contract Management Framework.
- Providing support to Contract Managers, in onboarding and assisting in KPI reporting and dealing with issues or disputes;
- Responding to procurement enquiries from external suppliers;
- Delivering procurement training to staff and key stakeholders

Beech Design and Build - Lead Buyer
June 2018 – May 2022

- Managing the following categories
- Providing prices for all materials included in project plans and drawings
- Identifying potential suppliers and new products
- Contacting a range of suppliers and sub-contractors to obtain quotations and agree delivery times
- Keeping detailed records and maintaining a well-organised work schedule
- Assessing the reliability of sub-contractors and suppliers
- Dealing effectively with challenges with suppliers and the flow of materials
- Ensuring compliance with the safety, health and environment requirements of materials and services
- Providing advice to the project estimator on the predicted cost of individual items
- Liaising closely with the estimator at the tendering stage to ensure that an accurate project cost is provided
- Preparing and maintaining cost reports to maximise efficiency within the business
- Negotiating and agreeing the most favourable terms possible with suppliers once a contract has been secured
- Managing a team of 2

Keepmoat - Buyer (Strategic Sourcing)
March 2011 – April 2018

- Preparation of enquiry documents
- Working closely with the operations team to support strategic sourcing projects
- Managing the sourcing deals, contracts, delivery and quality for a complete procurement cycle, ensuring the commercial and cost saving benefits are realized at the Keepmoat level and ensuring on time delivery with the suppliers
- Ensuring the complete follow through of project supports from managing the product/supplier sourcing to execution to supplier delivery and quality
- Identifying opportunities for operational excellence and cost saving in the areas of subcontracting jobs.
- Reviewing and negotiating supply contracts, subcontractor agreements, and other terms and conditions
- Evaluation and clarification of quotations
- Maintaining / keep up to date price schedules and supplier database

EDUCATION

MARCEL GUGUIANU - ROMANIA
 15 September 2005 – 15 June 2009
NVQ Level 3 in Business, Economics and Accounting