

Procurement Assistant Manchester Central

Manchester Central is an award-winning venue in the heart of one of Europe's most vibrant cities; our vaulted arches and station clock have made our venue an iconic city feature for more than 140 years.

Our experienced team of professionals lead the industry with unrivalled service standards to help our clients create engaging, memorable experiences at events of all shapes and sizes.

Your Role

Competitive salary up to £22,000pa / 25 days holiday plus bank holidays / contributory pension scheme / discounted car parking

Reporting directly to the Procurement Assistant, this role is working on a full time, permanent basis.

Your duties and responsibilities will include but are not limited to:

- Supporting the development of consistent procurement processes and procedures
- Act as a key contact for the procurement function, authorising supplier requests in line with agreed procurement procedures and performing ad hoc checks to ensure compliance
- Review of requisitions to ensure they agree with contract terms before converting to purchase orders and issuing to suppliers
- Support the Procurement Officer and budget holders with supplier selection and ensure contract management responsibilities are in place to manage the supply delivery

The ideal candidate will have:

- Be self-motivated with the ability to work unsupervised
- Have the ability to build and develop good working relationships
- Be able to maintain confidentiality, to establish trust and credibility
- Adopt a positive approach and commitment to learning

You must:

- Have effective numeracy, literacy and word processing skills
- Hold the ability to deliver quality and accuracy with an eye for detail
- Be proficient with Microsoft Office suite
- Have good communication skills with the ability to communicate effectively with people at all levels

The right candidate will be given support to study the CIPS qualification.

Apply

To apply for this exciting opportunity, please send a CV and covering letter including details of your current salary and two references to:

Ref: Procurement Assistant
FAO: HR Team
Email: careers@manchestercentral.co.uk

Closing date for applications: 30 April 2022 (5PM). We reserve the right to bring this date forward if a sufficient number of suitable applications are received

Manchester Central is an equal opportunities employer. All applicants who meet the essential criteria and identify as having a disability in their covering letter will be guaranteed an interview.

Job Description

Procurement Assistant

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|------------------------------------|--|
| Salary: | Up to £22,000pa |
| Hours: | 37.5 hours per week |
| Working pattern: | Monday – Friday but some flexibility required to support the needs of the business |
| Location and business area: | Manchester Central – Corporate Services. This role may involve off site and supplier visits, however it will be mainly office based |
| Aim of the role: | <p>Working across the Procurement and Quality and Assurance Teams, the purpose of the role is to support procurement activities, assisting with the execution of contracts, supplier liaison and running small procurement projects.</p> <p>The role will also support the Quality & Assurance Team in the delivery of the quality management systems by monitoring and updating the company's systems and databases</p> |
| Directly responsible to: | Procurement Officer |
| Directly responsible for: | NA |

Main areas of responsibility

Procurement

- Supporting the development of consistent procurement processes and procedures
- Maintaining the supplier database, reviewing details of new suppliers, checking validity of documents submitted by both suppliers and contract managers in line with the approved supplier procedures,
- Monitoring the existing supplier database and liaising with contract managers to ensure that all information relating to suppliers is accurate and up to date
- Contributing to the sourcing of new suppliers using market research for on-going tenders on behalf of the wider team

- Supporting the Procurement Officer and budget holders with supplier selection and ensuring contract management responsibilities are in place to manage the supply and delivery
- To act as a key contact for the procurement function, authorising credit cards and one time supplier requests in line with agreed procurement procedures and performing ad hoc checks to ensure compliance
- Working with budget holders to develop procurement documents (e.g., ITT templates and T&C's)
- Supporting supplier negotiations and help to ensure value for money deals are obtained
- Supporting the Procurement Officer with quotations, tender responses and evaluation of those responses
- Undertaking smaller and straightforward tenders, managing the process end to end, including supplier submissions and correspondence
- Supporting the Procurement Officer and budget holders with larger, more complex procurements and OJEU tenders
- Review of requisitions to ensure they agree with contract terms before converting to purchase orders and issuing to suppliers
- Collating and analysing relevant management information, for example supplier spends, to report to the wider business, undertaking analysis in excel and other Microsoft packages
- Participating and managing meetings, taking minutes and capturing follow up actions as required
- Working towards obtaining a professional qualification – CIPS

Quality and Assurance

- Performing periodic internal audits of the Company, using pro-forma workbooks in line with the established internal audit procedures and tracker to ensure that Manchester Central's processes work effectively
- Documenting the internal audit findings as per the internal audit procedure, establishing improvements and corrective actions and ensuring that responsibilities are set and communicated appropriately
- Supporting the Quality & Assurance team in maintaining the Company's legal, compliance register
- Supporting the Quality & Assurance team in the ongoing maintenance of the Quality management and Sustainability management systems

- Supporting the Quality & Assurance team in keeping the Business risk register up to date by partnering with the senior management team
- Assisting in the preparation for external audits and certification visits in line with the International standard requirements
- Ensuring all documentation e.g. process maps, policies and procedures are accurate, up to date and reflect company processes
- Preparing and editing correspondence, communications, presentations and other documents
- Preparing and circulating agendas for team or wider company meetings as required, making all necessary arrangements for the holding of such meetings and assisting with the distribution of meeting papers.

General

- To always promote Manchester Central in a positive and professional manner;
- To assist in the delivery of the company's relevant key priorities and projects.
- To adhere to Manchester Central's health and safety policy and observe a duty of care to other users of Manchester Central;
- To sustain a flexible and adaptable attitude to self and the work of the department;
- To be aware of issues of equality and diversity and to understand and be sensitive to cultural differences;
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve the effectiveness and efficiency of service delivery;
- To undertake any other duty commensurate with this post as determined by the line manager;
- This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing.

About us:

Our purpose is to connect people, ideas, and business through meaningful and rich experiences.

Our customers choose Manchester Central because of the experiences we help them to create. We help them to make something happen – the energy and connection that creates memories.

We help them to grow their businesses – connecting with their customers, partners, suppliers, and employees. We bring people together to share ideas and make plans. We pay attention to the details so our clients can pay attention to their guests. What makes us different is the creativity, professional delivery expertise and passion of our team.

The qualities of our people:

Our people are pretty fabulous. They really love our industry, our customers, and what we do. We have high expectations of each other and live up to the standards we've set.

The people who are happiest working for us want to get stuck in and make things happen for a great purpose. They want the challenge of a fast pace, lots of energy and a great team to work with.

We are a special group who have chosen to work together, and we share these characteristics:

- **Expert & specialist**
We're highly respected and super proud of our level of expertise – making the complexity of what we do look effortless.
- **Flexible**
We're all about innovation and trying new ways to create experiences for customers. We're really flexible to meet our customers needs.
- **Positive and energetic**
There's a great energy across the business and sense of teamwork - it feels like a family. We have fun at work and there's plenty of social activity.
- **Ready to grow**
Careers are important to us too – some of our senior leaders started out as team members and then progressed their careers.
If people move on from working with us, they'll always have improved their skills and experience along the way.
- **Committed**
Our people show huge levels of commitment for our customers, and they're determined to get the job done. Events always build up to a crescendo of activity, so it's not always easy. Even when there's pressure it's still a great place to work.

We have a Code of Conduct sets out the right way to do business at Manchester Central.



The reputation and integrity of our business is based on all of the decisions we've made, the way we manage our business and what we deliver. These actions and decisions have built up the trust we've earned with our customers, suppliers, communities and colleagues.

Our people pay attention to respect in our workplace, doing the right thing and safeguarding our company and each other.

Person Specification

| Experience | Essential | Desirable |
|--|-----------|-----------|
| Experience of working in a procurement or finance team | | ✓ |
| Experience of undertaking procurement exercises for the supply of goods or services | | ✓ |
| Experience in the hospitality or events sector | | ✓ |
| Experience of prioritising workloads | | ✓ |
| Experience of handling enquiries and resolving queries | | ✓ |
| Experience of multi-tasking and working in a busy environment | | ✓ |
| Skills | | |
| Ability to deliver quality and accuracy with an eye for detail | ✓ | |
| Proficient with Microsoft Office suite | ✓ | |
| Good organisational and time management skills | ✓ | |
| Effective numeracy, literacy and word processing skills | ✓ | |
| Good communication skills with the ability to communicate effectively with people at all levels | ✓ | |
| Personal Attributes | | |
| Self-motivated with the ability to work unsupervised | ✓ | |
| Ability to work effectively as an individual, as part of own team and in partnership with others | ✓ | |
| Ability to build and develop good working relationships | ✓ | |
| Ability to maintain confidentiality, to establish trust and credibility. | ✓ | |
| Respectful of a diverse range of people | ✓ | |
| Ability to demonstrate sensitivity, diplomacy and tact | ✓ | |
| Adopts a positive approach and commitment to learning | ✓ | |
| Demonstrate a customer centred approach to delivery | ✓ | |