

**Job Title:** Procurement Officer / Specialist

**Reporting to:** Procurement Services Manager

**Accountabilities:** To assist in developing and delivering sales activities comprising of procurement consultancy to both the public and private sector. To set up call off frameworks for use by the public sector. To provide procurement consultancy. To provide managed tender services as appropriate to a range of clients in line with procurement legislation.

**Job Purpose:**

1. Developing enquiries into revenue through communicating effectively with prospective customers, which may include telephone, face to face or e-mail communications
2. Delivering procurement related consultancy and guidance through to fully managed procurement services in line with client specifications. This may include assisting by developing legislatively compliant specifications
3. Potential for working in conjunction with client organisations to act as an extension of their own Procurement Department delivering a range of instructed procurement services
4. Identifying and undertaking a range of procurement exercises for In-tend (DPS/frameworks) for a marketplace offering
5. Developing and/or delivering a range of procurement related seminars to a variety of audiences, both remotely and in person when restrictions allow (these may remain on-line only indefinitely)
6. Contributing to procurement themed content for our weekly email bulletins; to our ISSN bi-monthly publication, In-Procurement, and/or topical procurement LinkedIn content, all for release via In-tends' Marketing Department
7. Other duties as required

**Essential Knowledge, Skills and Experience:**

1. Recent public sector procurement experience and a working knowledge of current, and upcoming regulations
2. Experience in creating a range of call off contracts for end user use and benchmarking use; or a full understanding of the requirements to create to bring to market compliant procurement call offs contracts
3. Part or full CIPS qualification
4. Excellent written and verbal communication skills
5. Ability to work under own initiative or as part of a team
6. Familiarity in aiding end-users to develop specifications and/or authoring compliant tender documentation



**Desirable Knowledge, Skills and Experience:**

1. Experience in delivering procurement benefits through use of procurement tools
2. Experience in delivering a range of training materials both in person and on-line

**General Job Function:**

1. Pro-actively learn and understand In-tends core functions and participate in continual training
2. Provide appropriate and timely telephone and/or e-mail assistance/responses to inbound correspondence - to include internal and external customers/clients
3. Liaise with other departments for optimal resolution of customer queries
4. Manage expectations of customers and/or provide difficult messages
5. Identify enquiries which may lead to further product/training sales and pass to the relevant department for follow up
6. Share knowledge and work as part of a team to achieve the monthly performance indicators and sales targets as advised to you
7. Ensure all communications with customers are carried out in line with the written standards and procedures defined by the Company and in a professional business manner
8. Attend training to develop relevant knowledge, techniques and skills

Hours 08:30am – 5.00pm Monday to Friday

July 2026

