**Procurement and Supplier Relationship Manager**

**Salary: £42,000.00-£47,000.00 p.a. depending on experience**

**Permanent Position- 35 hours per week**

*The award-winning Association for Project Management (APM) is the Chartered body for the project profession. APM is a registered educational charity with over 27,000 individual and 600 corporate members making it the largest professional body of its kind in Europe. APM is committed to developing and promoting a professional approach to project management through our broad offering of professional membership, qualifications, publications, resources, research and events. We will in the next few months be admitting the first cadre of Chartered Project Professionals to our register. Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: a world in which all projects succeed.*

An exciting new opportunity has arisen in our Finance department for a Procurement and Supplier Relationship Manager reporting directly to the Head of Finance.

The successful candidate will have responsibility for planning and implementing innovative procurement solutions. The role involves preparing invitations to tender, request for purchase, request for quotes and will engage directly in contract negotiations with suppliers seeking to improve pricing and terms of business. The ability to discuss an issue with multiple stakeholders to determine ways to reach an agreement and mutual satisfaction is an essential skill for this role.

The role holder will be responsible for issuing purchase orders and will track delivery of projects through milestones to completion. To assess and evaluate suppliers and contribute to performance reviews to ensure contract compliance and provide detailed analysis on costs and ensure savings are identified, appropriately captured and tracked.

**Experience required**

* Demonstrable experience of identifying and implementing cost saving procedures in the procurement and supplier relationship management without sacrificing quality.

**Knowledge required**

* Full working knowledge of end to end modern procurement cycle, including eSourcing.

**Skills required**

* Strong strategic sourcing and project management skills.
* Strong analytical skills and relationship management skills
* Ability to understand and manage risks in the supply chain.
* Influencing skills

*The Association for Project Management (APM) is a membership association, professional body and charity. It was first incorporated in 1972 and obtained its Royal Charter on 1 April 2017. The object of APM is ‘to advance the science, theory and practice of project and programme management for the public benefit’. Detail on APM and its Charter can be found at apm.org.uk*

**If you are interested in this opportunity and feel you have the necessary skills and expertise for the role please send your CV to e-mail:** [**recruitment@apm.org.uk**](mailto:recruitment@apm.org.uk) **closing date 15th March 2019.**

***Main benefits at APM:***

* 25 days holiday (excluding all public holidays). This increases with length of service – by one day after four years’ service, then another day every other year, to a max of 30 days per year).
* Private healthcare and dental cover is available after completion of six-month probationary period. APM pays the premium for the employee. This becomes a 'benefit in kind’.
* Pension scheme offered in line with auto enrolment. APM can contribute up to 7% of your salary depending on your own contribution. APM will contribute a minimum 4% of your salary. The pension scheme is available as a salary sacrifice.
* There is a sick pay scheme which pays up to 30 days (pro-rated for part time employees) full pay for sickness absence in a rolling 12 months period, payable after probationary period.
* Life assurance at four times the salary.
* Salary sacrifice schemes – cycle to work scheme, additional annual leave (up to 10 days), and pension scheme.
* Free parking – this is not guaranteed.
* Employee Assistance Programme
* Performance Related Pay (PRP) scheme. The discretionary bonus will take account of individual performance as well as APM’s overall financial performance