**Purchasing Manager Job description**

**Job brief**

Purchasing Manager is responsible for organizing and supervising purchasing functions of GVHC; managing daily activities in purchasing to include day to day and capital projects purchases; managing contracts including administering, negotiating, reviewing, renewing, filing, and evaluating for availability, price, term, and quality of products. Coordinating bid process and ensuring compliance with procurement conflict of interest policies and regulations.

**Responsibilities**

• Oversee and supervise the purchasing department.

• Leads vendor/supplier selection and maintains key working relationships for raw materials, supplies and capital equipment.

• Develop and execute purchasing strategies.

• Negotiate with strategic suppliers/vendors for optimal terms.

• Work with vendors to maintain and/or improve services.

• Seek and partner with reliable vendors/suppliers.

• Assess, manage and mitigate risks; perform cost and scenario analysis; identify cost saving opportunities.

• Review standard pricing updates.

**Requirements**

* CIPS qualification or Qualified by Experience
* Demonstrable previous experience in Procurement preferably within an ISP, Telecommunications or IT (communications related) Service Provider
* Proven track record of handling & negotiating contracts
* Excellent interpersonal and negotiation skills
* Ability to work with diverse internal customer base and on cross business project teams
* Ability to work on own initiative
* Working knowledge of MS office
* Sound appreciation of Purchasing principles and business ethics associated with dealing with suppliers and internal customers (CIPS Course)
* Able to work effectively with others and work across a range of functions