**Job Description – Procurement Manager**

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| Job Title | Procurement Manager |
| **Company** | Estama (UK) Limited |
| **Location** | Glasgow or Manchester |
| **Line Manager** | Head of Property Management  |
| **Essential Duties & Responsibilities** | * Supporting the Property Management team in preparing, writing, and tendering of service contracts
* Supporting the Property Management team in the price negotiation of new contracts
* Managing the onboarding and offboarding of service partners and contractors
* Supporting the Property Management team in the management of service partners compliance with contractual KPIs
* Holding regular KPI review meetings with service partners in support of the facilities management team
* Managing the termination and documentation of contractors
* Supporting in the sourcing of new service partners and contractors
* Supporting in the onboarding of new properties
* Maintaining the approved supplier list and contractor verification process (Prosure360)
* Maintaining service contract library / records
* Supporting in the review of contract specifications
* Supporting in the management of tendering for new property & asset management contracts
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| **Skills & Competencies** | * Strong IT skills
* Good knowledge of procurement processes
* Strong attention to detail for system and data management
* Strong relationship building skills
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| **Experience** | * Previous experience in procurement, preferably in commercial property management
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| **Qualifications** | N/A |