**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 |
| **Skills & Competencies** | * Strong IT skills * Good knowledge of procurement processes * Strong attention to detail for system and data management * Strong relationship building skills |
| **Experience** | * Previous experience in procurement, preferably in commercial property management |
| **Qualifications** | N/A |