

Job title: Sourcing Specialist	Team: Procurement Operations
Reports to: Sourcing Team Leader	Location: Gateshead
<p>Job purpose: The Sourcing Specialist is responsible for managing the sourcing process for external clients, within a team of wider sourcing specialists and in conjunction with wider departments. The role holder will use the customer's specification and their knowledge to source suitable suppliers to deliver those requirements (known as a project). Once a preferred supplier has been chosen by the customer, the Sourcing Specialist actions the project from start to finish including, managing the tender response window, any bidder clarifications, to contract signature and raising purchase orders. Bloom delivers a fast-sourcing service for the customer, through a diverse range of suppliers, across the UK, whether it's a small one-day training course, or a multi-million pound 3 year construction project.</p>	
<p>Key accountabilities:</p> <ul style="list-style-type: none"> • Inputting and checking customer requirements in developing a specification • Identifying and recommending suitable suppliers for projects • Running efficient and effective sourcing events • Project management of customer projects: <ul style="list-style-type: none"> • Issuing work orders, purchase orders and other documentation • Tracking delivery of project sourcing through set milestones to completion, ensuring customers approve work as completed, leading to supplier payment and satisfaction • Support our customers in the use of our eSourcing platform, Pro-vide 2.0 • Arranging contract management meetings when required • Work collaboratively with other customer facing teams such as Customer Development and Sales, reflecting a "One Bloom" mentality • Always challenge the status quo, identifying ways to improve the way we do things, with a view to making life better for your customers or colleagues <ul style="list-style-type: none"> • Ensure we meet our Social Value 3rd sector first approach 	<p>Skills, know-how and experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Experience of working in a customer facing role • Ability to prioritise, remain organised, and pay attention to detail, whilst maintaining customer commitments in a fast-paced environment • Excellent interpersonal and communication skills, so as to engage and support customers • Professional approach with the ability to build relationships both internally and externally • Competent I use of IT systems and transactional quick learning attitude • Effective time management across multiple projects • Accountable • Attention to detail • Team Player <p>Desirable:</p> <ul style="list-style-type: none"> • Broad understanding of local or central government department, health authority, or education establishments • Knowledge of eSourcing platforms and/or tendering solutions

- Demonstrable category or sourcing experience within a private or public sector organisation

Technical or professional qualifications:

Desirable

- Achieved or working towards CIPS qualification

Direct reports:

- None

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties.