



Example of Procurement Consultant Job Description

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Our company is growing rapidly and is looking for a procurement consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for procurement consultant

- Lead the identification and delivery of innovative and strategic savings initiatives across areas of project responsibility
- Manage client focussed benefits realisation processes and overarching governance that deliver our client commitments and business targets
- Deliver effective performance management and continuous improvement through the deployment of contract management and SRM principles so to deliver cash and efficiency savings whilst maintaining robust supplier relationships on behalf of clients where applicable
- Share expertise and market insight to enable innovative delivery to clients and knowledge sharing within CPS
- Identify opportunities and develop business cases for up-sell on client engagements and utilise networks to develop new sales opportunities
- When assigned an engagement to lead, be responsible for managing delivery teams and coordinating contributions of others
- Act as a single point of contact for stakeholders to receive information on programs, projects and process activities
- Collaborate with BPC leads and provide a view in the creation of a 3-year process improvement roadmap
- Provide process expertise to deliver change and support early phases of projects
- Identify opportunities resulting from situational changes such as new regulation, data insights, new business

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- Membership of a recognised professional institution Royal Institution of Chartered Surveyors, Chartered Institute of Engineers
 - Associate membership of the Chartered Institute of Arbitrators would be an advantage, but not essential
 - Experience in construction claims and formal dispute resolution, having a good understanding of the construction process
 - Established construction business network
 - Client Liaison and Business Development experience
 - Actively develop expertise across a number of Categories to support engagements of a generalist nature and actively contribute to knowledge sharing, product development, best practice delivery, innovation