

Purchasing and Procurement Manager

Vacancy (Full Time)

Rompa have an exciting opportunity for an enthusiastic and highly motivated Purchasing and Procurement Manager to lead and manage our purchasing and procurement functions.

This is an excellent opportunity for an ambitious professional keen to develop their career with the market leading supplier of Snoezelen® sensory rooms and products.

Reporting to our Finance Manager, the successful candidate will be a key member of our management team and be responsible for the sourcing, acquisition and quality of our goods and services, whilst ensuring costs are effectively managed.

The Purchasing and Procurement Manager will have specific responsibility for:

- Building and maintaining relationships with key suppliers.
- Evaluating suppliers for reliability, quality, and cost-efficiency.
- Negotiating contracts to secure the best terms.
- Researching and shortlisting vendors based on quality, pricing, and delivery capabilities.
- Monitoring expenditures to stay within allocated budgets.
- Analysing pricing trends and market conditions to save costs.
- Preparing, reviewing, and enforcing purchase agreements and ensuring contracts comply with company policies and legal regulations.
- Maintaining optimal stock levels to avoid overstocking or shortages.
- Co-ordinating with warehouse and logistics teams for efficient supply management and ensuring aged inventory reviews are conducted regularly.
- Resolving disputes with suppliers over substandard or defective products.
- Staying updated on trade laws, import/export regulations, and other compliance requirements.
- Monitoring supplier performance, cost savings, and delivery timelines.
- Training and overseeing procurement staff.

It is important to us to make successful recruitment choices and we believe the ideal candidate should possess the following skills and attributes:

- Experienced buyer with strong commercial awareness and proven record in sourcing new leading products.
- Direct experience negotiating terms with suppliers.
- Outstanding organisation skills with the ability to prioritise tasks and work to multiple deadlines.
- Advanced Excel, knowledge of database sourcing and comfortable with ERP systems.
- Self motivated with the ability to work in a high pressure environment.
- A 'can do' positive attitude with the ability to bring the team along on the improvement journey.

Rompa is an innovative business consistently producing the very best in new, state of the art products and sensory solutions. Home of the Snoezelen®, Winslow and Older Adults brands, we operate throughout the UK and offer a full installation and mail order service to a varied customer base.

We also have over 50 international partners in our portfolio making us a truly global company.

Our multi-sensory rooms offer wonderful therapeutic care for children and adults with differing levels of abilities. Our rooms nurture the body and are designed to promote sensory modulation and facilitate the learning and practice of stress management. Our specialist rooms are being used in hospitals, health centres, developmental disability units and many other settings all over the country to help improve people's quality of life.

Should you be interested in the above role, please apply to Lisa Dunks (lisad@rompa.com) with a covering letter, CV and current salary details.

Rompa is an equal opportunities employer and we are committed to equal employment opportunities regardless of age, disability, sexual orientation, sex, gender reassignment, pregnancy and maternity, religion or belief, race or marriage and civil partnership.

We base our employment decisions on merit, job requirements and business needs.