

Job Specification

Procurement Consultant

Greenville are seeking to augment their existing capacity to provide advice and support to clients awarding supplies and services contracts.

This role is suited to an enthusiastic procurement professional with relevant experience ideally with knowledge of public sector procurement and the national and European procurement regime.

Greenville currently work with a wide range of public bodies and utilities on diverse projects including contracts for IT systems, professional services, facilities management, training, as well as supporting clients on drafting templates, procurement policies and procedures and development of effective procurement strategies.

Purpose of the job:

To provide a professional and responsive consultancy service to Public Sector and Utility Clients.

To report to Head of Consultancy Services.

Key Responsibilities

To work effectively as part of the consultancy team.

To provide a responsive and customized service to each client

- Providing a first-class responsive service.
- Giving advice on procurement options in accordance with national and EU procurement rules.
- Drafting tender documentation including specifications, selection and award criteria.
- Supporting client on evaluating expressions of interest and tenders.
- Drafting and issuing all relevant correspondence – regret, intent, debriefing, etc.
- Attending interviews / clarification / negotiation meetings when requested.
- Preparing Tender Reports at end of contract involvement.
- Maintaining proper records.
- Attending client meetings as required.

To keep abreast of the latest developments in procurement at national, EU and international level to ensure constant provision of up-to-date and accurate advice to clients.

To scope out client requirements at earliest possible opportunity and to manage client expectations.

To ensure client instructions are clearly followed and that publication / issue of any correspondence on behalf of clients is only done with formal written client approval.

To deal with clients in a courteous manner and provide them with a flexible, proactive and responsive service at all times.

To operate within agreed timelines proposed

To manage multiple contracts / client projects in parallel.

To record all work delivered for clients on Greenville's client management system.

To manage potential conflicts of interest.

To maintain confidentiality of all transactions with clients.

To perform any other related tasks as may be required during the course of executing work assignments for clients.

Knowledge and previous experience

- 3rd level qualification
- Ideally a minimum of 3 years' work experience in a procurement role in a public sector environment.
 - o Note: Greenville are open to considering applications from new graduates / less experienced staff who wish to pursue a traineeship in this field. Full training and support will be provided.
- Public Sector Procurement knowledge.
- Experience in general office administration.
- Competent user of MS Office.

Essential Skills (majority of them must be present and developed at good level)

A highly self-motivated individual exhibiting an outgoing, confident and mature style.

Significant levels of energy and enthusiasm are a must.

Excellent communication, literacy, interpersonal and organizational skills.

An individual who values honesty and integrity and works ceaselessly to attain perfection and meet the opportunity presented.

A strong customer service focused individual who considers delivery of a quality service a priority.

Well-organised individual with an effective use of time management and ability to prioritise effectively and be flexible where necessary.

Professional at all times, with the highest work ethic and standards.

Benefits

Competitive salary
25 days annual leave
Bonus scheme
Pension scheme
Health insurance scheme contributions

Please email your CV to info@greenville.ie