



CLEAR THINKING SOLUTIONS

**WE ARE HIRING**

# Procurement Officer

IT Procurement

**THIS IS  
US...**

Family-run

Empowering

Forward-thinking

Spirited & holistic

Committed to training

**IS THIS  
YOU?**

Team player

Proactive

Analytical

Organised

Process driven

**APPLY TODAY:**

<https://clearthinking.co.uk/vacancies/>



| [clearthinking.co.uk](https://clearthinking.co.uk)

| [careers@clearthinking.co.uk](mailto:careers@clearthinking.co.uk)



Clear Thinking are recruiting an organised Procurement Officer to join their valued team. This is a superb opportunity if you have a passion for delivering excellent customer service, and ensuring all purchases provide the best possible value and outcomes for our customers and the company.

**Clear Thinking** are a professional yet personable Managed Service Provider (MSP) delivering secure and compliant technical services to multiple organisations. We have a positive working culture with a team that share the same core values.

**Company Benefits:**

- Positive and supportive working environment.
- Workplace Wellness: Onsite Gym, Cycle to work scheme.
- BUPA Employee Assistance Programme.
- Recreational activities and team lunches.
- Excellent training and career opportunities.

**Wage:** £30,000 circa depending on experience

**Location:** Billericay, Essex

**Role and Responsibilities:**

- First point of contact for all purchasing requests (hardware/license) quotes (internal and external).
- Manage orders and deliveries to meet expectations and deadlines.
- Provide clear internal and external communication i.e. invoicing, builds, customer updates.
- Manage, review and implement improvements to the procurement process.
- Manage the Build Room stock and kit processes/procedures and recommend improvements, in collaboration with the technical team.
- Manage internally held stock i.e. cables, adaptors, keyboards, mice. and ensure all kit is signed in and out and that stock levels are adequate.
- Ensure CRM system is accurate and up to date at all times.
- Provide accurate information when requested i.e. profit margins, pricing.
- Build positive supplier relationships, negotiate prices and manage the supplier chain process.
- Clear communication with internal departments to ensure a positive customer experience.
- Customer communication to be responsive, concise and well informed.
- Agree realistic timeframes for builds and deliveries with internal teams and third parties.
- Responsible for gaining necessary customer sign off for all purchases from authorised personnel.
- Apply a high-level understanding of our core products, customers and their specific requirements.

**Essential Skills and Experience:**

- Minimum 1 year experience in Procurement and managing external suppliers.
- Experience following processes and implementing improvements.
- Minimum 1 year experience working with IT hardware / licences.
- Highly adept at analysing customer / company needs to provide choices that are in budget and meet the required specification.
- Ability to multi-task, prioritise and manage time effectively and efficiently.
- Exceptionally well organised and a proactive team player.
- Excellent time management, attention to detail and organisational skills.
- Absolutely trustworthy with a high level of personal integrity.
- Excellent command for written and spoken English.

**APPLY with your CV and a Cover Letter to:** [careers@clearthinking.co.uk](mailto:careers@clearthinking.co.uk)

