



## Job Description – Procurement Officer

SALARY £8,160 - £10,200 (*depending on experience*)

The Procurement Officer at Rose & Crown plays a central role in coordinating purchases from international suppliers and managing the inventory, integrity and accuracy of these supplies upon arrival in St Helena. The role is an integral interface between the back office function and the front of sales operation ensuring the swift and efficient coordination of documentation between suppliers, cargo handlers, warehouse operators and shop managers.

Key Tasks include:

- Following and enforcing the company's procurement policies and procedures.
- Overseeing and helping to coordinate activities of the purchasing team.
- Managing inventories and maintaining accurate purchase and pricing records.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Maintaining relationships with suppliers and reconciling their invoices and charges.
- Operating the companies ASYCUDA account and ensuring compliance.
- Coordinating special orders for clients by researching and evaluating prospective suppliers.
- Updating and maintaining the companies EPOS system and till interface.
- Assisting the IT contractor with troubleshooting and solutions to hardware issues.
- To assist with the marketing activities of the business including printed and online material.

### **Hours of work**

Hours of work would normally be 9am to 5pm on Monday to Friday with one hour for lunch; and 9am to 2pm on Saturdays on a shift basis. The average number of hours worked in a normal week is 39. From time to time you may be required to work in excess of your normal hours for which you will be compensated with time off in lieu or an overtime payment.

### **Annual Leave**

Staff are entitled to take 12 days paid leave during their first year with leave entitlement being earned on a month by month basis.

Following successful completion of the first year of employment, leave entitlement will increase to 15 days paid leave per calendar year.

### **Pension**

The Rose & Crown operates a defined contributions pension scheme with St. Helena Cell Captive. Staff members that choose to join the pension scheme (subject to eligibility criteria) will have an amount equivalent to 7% of their annual salary paid by our business into the pension scheme on their behalf.

**To learn more about this vacancy please contact**

**Sandra Clingham at the Rose & Crown Office on 22427 or email [sandra@roseandcrown.sh](mailto:sandra@roseandcrown.sh)**

**Applicants must send their CV and motivation letter to Sandra Clingham  
by Saturday 3 July 2021.**

---