

# Role Profile: Procurement Officer

**Location:** Totton, Southampton

**Salary:** £36,000 per annum

**Contract:** Full-Time, Permanent

**Reporting to:** Head of Finance

---

## Overview

Rigging Projects is seeking a professional, high-calibre **Procurement Officer** to take full ownership of our supply chain and materials management. This is a critical role within our manufacturing operations, ensuring that our production schedule is consistently met through meticulous planning and robust supplier relationships as well as meeting time and cost constraints.

The successful candidate will be responsible for ensuring the next 300 hours of production are fully catered for, while simultaneously managing the pipeline for the following 300 hours.

---

## Key Responsibilities

### 1. Material & Inventory Management

- Maintain a "laser focus" on the production schedule to ensure zero downtime due to material shortages
- Manage high-precision stock control using **Kanban** and **Just-In-Time (JIT)** methodologies
- Ensure all raw materials, specialist alloys, and plastics are on-site and ready for the production team
- Work closely with stores personnel to ensure the goods inwards flow is in line with the pipeline

### 2. Strategic Sourcing & Supply Chain

- Identify, vet, and onboard vendors for specialist materials and CNC tooling
- Develop "Plan B" secondary supplier lists to mitigate supply chain risks
- Negotiate **Blanket Orders** and Service Level Agreements (SLAs) to secure capacity and price stability
- Balance lead-time, quality and reliability with unit cost

### 3. Purchasing Operations

- Manage the end-to-end purchasing lifecycle: RFQ, PO issuance, and delivery reconciliation
- Resolve any delivery discrepancies or quality issues immediately
- Validate and archive all **Mill Certifications** against machined part data to ensure full traceability

#### 4. Innovation & Efficiency

- Actively utilise **AI and IT automation** tools to streamline procurement workflows
- Conduct quarterly performance reviews with key suppliers to drive continuous improvement

Person Specification	Essential	Desirable
<b>Education / Qualifications and Training</b>	<ul style="list-style-type: none"><li>• At least 5 GCSEs or equivalent, including Maths and English</li></ul>	<ul style="list-style-type: none"><li>• CIPS Level 4 (Diploma) or equivalent experience is highly desirable</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Proven procurement experience within a UK manufacturing or engineering environment</li></ul>	<ul style="list-style-type: none"><li>• Strong understanding of raw materials (alloys/plastics)</li><li>• Experience of negotiating with suppliers</li></ul>
<b>Skills, knowledge and abilities</b>	<ul style="list-style-type: none"><li>• Demonstrable skills in finance and budget management</li><li>• Exceptional attention to detail and organisational skills</li><li>• Ability to work as part of a team and autonomously</li><li>• Strong communication skills</li></ul>	

This job description is not exhaustive but is intended as a guide to the principal duties and responsibilities of the post. Post holders may be asked to undertake other duties and responsibilities commensurate with the grade of the post. It will be subject to periodic review within the scope and general level of responsibility attached to the post.

## Benefits of working for Rigging Projects

Our mission is to be the **world leader in bespoke engineered solutions, built on sound design, research and development, and manufacturing excellence**. As a result, our fast-paced, friendly culture thrives on constant innovation and integrity, as we continue to build a company we are all proud to be part of.

We hire top talent and pride ourselves on our people, because we believe it is the people who make a company successful. We are committed to career growth and have an internal culture of progression. Our employees are supported with opportunities for learning, development and promotion, alongside regular appraisals and check-ins with line managers.

We encourage team members to strengthen their connections with colleagues through regular social events, including whole-company team building days, summer BBQs and internal department socials.

At Rigging Projects, we are a family, and we believe that a supportive, inclusive working environment is essential. Together, we aim to create a workplace where people can grow, feel connected, and take pride in what we achieve as a team.