



SOLVING  
IT TOGETHER

# WE'RE HIRING

PROCUREMENT SPECIALIST





DTP is a leading UK IT Infrastructure, Managed Service and Hybrid Cloud specialist based in Leeds, serving the public sector, particularly Universities, and some of the UK's most high-profile businesses.

Founded in 1987, we're one of HP inc. and Hewlett Packard Enterprise top UK partners and was HPE Gold Partner of the year in 2020. DTP has clients we have worked with for over 20 years, but in today's ever-changing world driven by IT, we need to make sure we continue to evolve to meet the needs of our clients and continue to stay relevant.

Our HQ is based in Leeds, but we serve clients across the UK and Europe. Having helped a lot of our clients move to hybrid working during the pandemic, we also made the strategic decision to become a hybrid work organisation and have converted our offices into hybrid workspaces.

DTP is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, colour, gender identity or expression, marital status, national origin, disability, protected veteran status, race, religion, pregnancy, sexual orientation, or any other characteristic protected by applicable laws and regulations.



## PROCUREMENT SPECIALIST

### ROLE OVERVIEW

This is an exciting opportunity to join DTP as a Procurement Specialist within our busy Procurement Department, learning all about our business, the IT sector, and the role while performing a wide range of activities. This will include creating purchase orders, receipting-in of delivered stock, monitoring & updating of back-orders, creating & distributing pre-delivery reports, and liaising with & managing our suppliers.

The role will give the successful candidate the opportunity to gain first-hand functional experience and offer personal and professional development, with full and ongoing training to enable them to carry out day-to-day entry level procurement activities to support DTP's sales teams and our valued customers. The role offers the successful candidate the opportunity to progress to become a procurement specialist, enabling specialisation in an area of IT, such as infrastructure, managed services, and/or Hybrid Cloud.



### THE IDEAL CANDIDATE WILL HAVE

- Experience in MS Office tools, such as Outlook, Word, and Excel.
- Strong organisational skills.
- Ability to work as part of a team.
- Ability to work under pressure.
- Ability to prioritise and manage several issues and requests in a structured manner.
- Some knowledge of IT products desired, but not essential as training is provided.
- Ability to work within multiple collaborative teams.
- Excellent verbal and written communication skills.
- Initiative to take ownership of tasks and follow actions through to their conclusion.
- Display exceptional follow-through, personal drive and desire to make a difference.

### THE GOOD STUFF

At DTP the growth of our people is an imperative, so we invest in training, coaching and mentoring to ensure our people can progress, learn and have opportunities to upskill and learn new technologies and solutions, and other work and life skills.

We provide 25 days holiday (pro-rata) per annum plus bank holidays, a Company Pension Scheme, a great hybrid working environment (typically two days office-based, 3 days home-based), and an organisation that wants to learn, improve and drive a modern evolving culture, but with traditional values.

There are also opportunities to get involved in DTP's social and CSR activities. DTP is a strong supporter of employee wellbeing with our own MHFAs and is a This is Me Yorkshire charity partner, ending the stigma around mental health in the workplace.

## THE DETAIL

The role consists of, but not limited to:

- Creating purchase orders and sending to our suppliers
- Daily monitoring and receipting-in of stock against 'open' purchase orders
- Monitoring of supplier ETAs and updating back-orders reports.
- Obtaining supplier stock availability & lead times, and distributing to our internal sales teams
- Responding to and managing supplier queries for purchase orders purchased the previous day.
- Assisting other members within the team working on projects and during busy times

## VALUES AND BEHAVIOURS:

- Commitment to DTP Group's Mission, Vision and Values.
- Consider the customers' visibility and requirements of our services.
- Desire to present services consistently and predictably on all types of requests throughout the team and business.
- Identify incidents and issues which are likely to cause customer incidents and escalations and act pre-emptively.
- Execute tasks and record efficiently to trigger billing opportunities.

## YOUR DAY-TO-DAY:

- Ensuring all previous day's purchase orders are received by our suppliers and shipment reports acted upon
- Receipting-in of stock against purchase orders shipped by DTP's suppliers.
- Creating new purchase orders and submitting them to our suppliers
- Obtaining supplier stock availability levels & lead times, and distributing to DTP's internal sales teams
- Ensure the purchasing and supplier queues are monitored and maintained throughout the day.
- Be responsible for the updating and communication of back-order information into our sales teams.
- Creation of new product part codes on our ordering system
- Process of 'cost-of-sale' exceptions
- Dealing with supplier invoice queries sent from our finance team.
- Pricing and sourcing stock availability for customer quotations
- Updating and distribution internally of the daily HP pre-delivery report
- Daily updating of the warehouse supplier delivery report
- Monitoring and directing of email traffic into the purchasing mailbox.

DTP post CV19 is back into growth again, and we're scaling our team to help enable and accelerate our growth. We are looking for people who share our values, challenge ordinary thinking, and push the pace of innovation while building a future for themselves and DTP.

How do you want to make your impact? We want people with a voice, opinions, initiatives and passion for what they do.





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TO EXPRESS YOUR INTEREST IN  
THE ROLE PLEASE EMAIL:  
[anyarko@dtpgroup.co.uk](mailto:anyarko@dtpgroup.co.uk)

WE ARE LOOKING FORWARD  
TO HEARING FROM YOU

[WWW.DTPGROUP.CO.UK](http://WWW.DTPGROUP.CO.UK)

