

Job Advert

Procurement Enablement Partner (S2P) (Permanent)

 **Peterborough** (Onsite/Hybrid) |  Full-time |  Global Organisation

Are you good at coordinating Enterprise Resource Planning and procurement activities, ensuring that information is accurate and that supplier due diligence is in place?

Are you good at stakeholder management and coordinating tenders, contracts and smart forms?

This role is for someone that is good at communicating and also has a strong eye for detail when it comes to procurement-related contracts and documentation. You will provide guidance to requestors and approvers, monitor and respond to queries and contribute to improvements and opportunities.

About us

The Chartered Institute of Procurement & Supply (CIPS) is the world's leading professional body for procurement and supply, with over 70,000 members worldwide.

With a Royal Charter, we're driven by a clear purpose: to raise standards, build capability, and support ethical, high-performing supply chain professionals globally.

What you'll be doing –

You'll bring strong commercial acumen and procurement experience to this role and use this knowledge to manage ERP-related activities, including supplier due-diligence, onboarding and tender processes.

With your stakeholder management skills, you will be responsible for contract renewals and record entry as well as providing guidance to requestors and approvers for tenders, contracts and smart forms.

You will respond to queries, record them accurately and identify opportunities for process improvements in addition to supporting the implementation of a new finance and procurement system. Using data and insights, you will support informed decision-making and help shape a positive, high-performing workplace culture.

With your ability to influence, you will provide support across and work collaboratively with the team, enabling you to build strong, credible relationships across the business and enabling you to influence and challenge constructively at all levels.

What we're looking for –

Individual with strong commercial acumen and demonstrable procurement experience.

A procurement qualification or working towards one will be beneficial.

You will have excellent attention to detail and good organisational skills, with the ability to manage multiple tasks and priorities.

You will have strong communication skills and be proactive in problem-solving and continuous improvement.

You will be highly literate in MS Office (Excel, PowerPoint, Word) and good at picking up new systems quickly. Experience with Oracle will be useful.

This is a role suitable for someone that is self-motivated and also likes to work collaboratively as part of a team.

What you'll get – an array of benefits, including:

- 25 days holiday + bank holidays
- Private medical insurance (BUPA)
- Pension scheme
- Life assurance (4x salary)
- Bonus scheme (non-contractual)
- On-site restaurant and other great facilities including a gym.

Why join CIPS?

At CIPS, you'll be part of a globally connected organisation where you can take ownership of meaningful, complex HR work and genuinely shape our people practices.

You'll join a supportive, collaborative and values-led People team, where your expertise is valued and your development is encouraged.

Ready to apply?

If you're a skilled procurement professional and looking to be part of a procurement team that supports our global teams and suppliers, then this could be the role for you!

Apply now with your CV and a short covering letter telling us what excites you about the role and what you'll bring to the team.

We can't wait to hear from you!