

**Position:** Procurement Manager (UK & Ireland)

**Department:** Procurement

**Reports to:** UK Managing Director

**Contract Type:** Permanent

**Salary:** Depending on experience

**Location:** Letchworth Garden City

## Overview

We are looking for a Procurement Manager on a permanent, full-time basis to join our team in the Letchworth Office. This is a key role as your focus will be optimising inventory levels, managing stock allocations efficiently across the Hub and Branch network, managing the Purchasing team and ensuring the cost-effective procurement of goods to support the Company's operational and commercial objectives.

The role will liaise closely with the Operations, Product Management, Finance and Sales teams with key focus on optimisation and efficiency of stock, operational workflows and working capital across all procurement processes.

You will manage the Stock Allocators and Purchasing Assistants within the team and will support growth across over 20 branches in the UK and Ireland. The role will directly undertake primary responsibility for stock allocations in Ireland, liaising closely with the teams in the region.

## Key Responsibilities

- Ensure appropriate stock levels are maintained to meet customer demand while minimising excess inventory and proactively managing aged and excess stock.
- Develop and implement purchasing strategies to ensure cost-effective procurement of goods and services.
- Manage and maintain strong relationships with key suppliers and vendors.
- Manage internal systems to ensure branches have the correct level of stock.
- Regularly review stock held across the branch network and take appropriate action when necessary to rebalance.
- Monitor market trends, supplier performance and potential supply risks.
- Collaborate with warehouse, logistics and sales teams to forecast demand and align purchasing plans.
- Oversee purchase order processes, ensuring accuracy and timely delivery of goods.
- Ensure compliance with company policies, contractual terms and procurement best practices.

## Skills, Knowledge, and Qualifications

- Proven experience in a Purchasing Manager, Procurement Manager or Senior Buyer role
- Experience working within distribution, wholesale, logistics or supply chain environments
- Strong negotiation and supplier management skills.
- Excellent analytical and commercial decision-making ability.
- Experience managing inventory planning and demand forecasting processes
- Strong stakeholder management and cross-functional collaboration skills.
- High level of organisation and attention to detail.

## What we can offer you:

This is a full-time, permanent role. Your working hours will be Monday to Friday 08:30am – 5:00pm, 40 hours per week.

- 25 days annual leave plus bank holidays
- Auto enrolment Pension Scheme

## About Fortus

We are Fortus.

We're incredibly proud to be Europe's fastest-growing security distributor, and we're just getting started! Our branch network now stretches across the UK, Ireland, and the Netherlands.

We provide high value add solutions to our installation partners across our CCTV, Fire, Access, Intruder, Gate Automation and Monitoring divisions.

We work as a valued partner with some of the world's most innovative brands and solution providers including Hikvision, Paxton, Pyronix, and Apollo. We're proud to supply their products, all backed up with a combination of our team's vast real-life experience with unsurpassed product and technical knowledge.

We are Fortus. We're here to change the game.

Future. Secure.