



PROCUREMENT MANAGER

Sims Hilditch is searching for a talented, experienced and highly organised professional to join its Procurement team based in our design studio located five miles outside Bath.

Why work at Sims Hilditch

We are a friendly and collaborative team that works on a wide variety of high-end interior design projects across the UK and overseas. We are a multidisciplinary studio made up of interior designers, interior architects and dedicated procurement teams.

What we're looking for

Sims Hilditch is known for our ability to deliver projects on time and on budget, something we're justifiably proud about, and that is down to the efficiency of our procurement team. In this role, you will manage procurement operations, coordinating with suppliers, vendors, and effectively handling multiple projects and schedules. You will be a key point of contact for client communications, ensuring smooth coordination and setting clear expectations. To be successful, you will have a good understanding of procurement processes, excellent project management skills, and the ability to work collaboratively within a dynamic and creative environment.

Responsibilities of the role

- Create and monitor FF&E budgets for multiple projects in line with client's expectations
- Manage procurement from quotation through to invoice stage, generating purchase orders and coordinating deliveries
- Source, evaluate, and negotiate with suppliers to achieve the best pricing and maintain financial targets
- Develop and track design and procurement schedules to ensure timely delivery of materials
- Take an active role in client communications, providing updates and ensuring a seamless experience, particularly during installation
- Coordinate installation schedules, liaising with contractors and storage facilities for seamless execution
- Act as a central point of contact for procurement-related communications, both internally and with clients
- Deliver regular analysis and financial budget updates to the senior leadership team
- Identify opportunities for cost savings, process improvements, and fostering long-term partnerships with suppliers
- Lead close-out of projects, including snagging, budget reconciliations
- Maintain and manage supplier databases to optimise procurement processes
- Participate in training and development to enhance knowledge of procurement best practices

Key skills required:

- Proven experience in procurement, preferably within the interior design industry
- Highly proficient in Excel
- Strong negotiation and supplier management skills

WWW.SIMSHILDITCH.COM

THE WHITE HART, COLD ASHTON, GLOUCESTERSHIRE, SN14 8JR +44 (0)1249 783 087 INFO@SIMSHILDITCH.COM

Sims Hilditch Ltd. VAT No. 728 936 980 Company No. 07447921

Registered Office: 54D Frome Road, Bradford-on-Avon, BA15 1LA



- Excellent organisation and attention to detail
- Ability to work under pressure and manage multiple projects simultaneously
- Strong communication and interpersonal skills, with the ability to build and maintain relationships with suppliers, contractors, and other stakeholders
- A hands-on approach and willingness to work collaboratively with the design team
- Bachelor's degree in business administration, logistics, supply chain management, or related field

Social and Environmental Responsibility:

- **Social Impact:** Actively contribute to initiatives promoting social equity, diversity, and inclusion at workplace and in our community. Support the company's efforts in community engagement and considered sourcing.
- **Environmental Stewardship:** Play your part in helping achieve the company's sustainability goals by implementing environmentally friendly practices. Identify opportunities to minimise the environmental impact of business activities, such as reducing waste, energy consumption, and promoting sustainable resource management.
- **Accountability:** Collaborate across teams to develop and implement strategies that improve the company's social and environmental impact.
- **Advocacy & Influence:** Act as a champion for positive change by promoting and embedding social and environmental responsibility across the business. Inspire colleagues, share best practices, and advocate for initiatives that drive meaningful impact.

Benefits

- Agile working with a studio in the Cotswolds and an office in London
- Up to 22 days of annual holiday allowance plus bank holidays
- Studio closure between Christmas and New Year.
- Early finish Fridays from June to August, and in December
- Staff discounts offered by many suppliers
- Birthday day off in addition to your annual holiday allowance
- Christmas present and birthday present from Sims Hilditch
- Professional development to support and strengthen you in your role
- Healthcare Support
- Enhanced maternity pay
- Workplace pension scheme
- Refer-a-friend scheme

How to apply

Please follow the [link](#) including your CV and a covering letter telling us a bit about yourself and why you think you'd be a good fit for the Sims Hilditch team.

Diversity & Inclusion Statement

At Sims Hilditch, we know that a diverse workforce enriches any creative practice and comprises of people from all backgrounds, including but not limited to race, ethnicity, gender, sexual orientation, disability, age, and religion. We also recognise the moral, economic and social reasons to make diversity, inclusion, and equality central to our work.

WWW.SIMSHILDITCH.COM

THE WHITE HART, COLD ASHTON, GLOUCESTERSHIRE, SN14 8JR +44 (0)1249 783 087 INFO@SIMSHILDITCH.COM

Sims Hilditch Ltd. VAT No. 728 936 980 Company No. 07447921

Registered Office: 54D Frome Road, Bradford-on-Avon, BA15 1LA



As has been highlighted by the work of United in Design, there has been a lack of diversity within the UK interior design profession to date. Sims Hilditch is now proud to partner with this forward-thinking charity, we know there is more to do, and we are keen to listen. Our ambition is to help remove the barriers to entry and progression in the profession through greater equality across our work and improved recruitment and training of our staff. That includes widening our search when recruiting new team members and ensuring that any job we advertise underlines the fact that it is open to everyone.

WWW.SIMSHILDITCH.COM

THE WHITE HART, COLD ASHTON, GLOUCESTERSHIRE, SN14 8JR +44 (0)1249 783 087 INFO@SIMSHILDITCH.COM

Sims Hilditch Ltd. VAT No. 728 936 980 Company No. 07447921

Registered Office: 54D Frome Road, Bradford-on-Avon, BA15 1LA