



## **BUSINESS OPERATIONS AND PROCUREMENT COORDINATOR JOB DESCRIPTION**

<b>Job title:</b> Business Operations and Procurement Coordinator	
<b>Main purpose of job:</b> <p>As the Business Operations and Procurement Coordinator, you will play a crucial role in ensuring the seamless operations of company-wide procurement by managing and overseeing the procurement document repository and contract management system, whilst acting as a central pillar for coordinating Business Operations projects.</p> <p>The role will involve cross departmental collaboration and supporting the business, to coordinate, organise and maintain administration across company systems, overseeing contract lifecycles, working with legal, insurance and assisting with migrations to new company systems to create new efficiencies through operational processes. You will play a crucial role in maintaining the administration of key business systems whilst providing end to end support for company procurement, working closely with the team and other procurement leads to ensure consistency and compliance across the business.</p> <p>This position offers a unique opportunity to contribute to multiple facets of a dynamic and collaborative work environment and to champion operational excellence. You will be involved in developing and integrating systems and processes to support the company and implementing business best practices. This role is ideal for someone eager to enhance their existing skills by building on knowledge of vendor and procurement management, and experience in delivering central business operations projects to increase efficiencies.</p>	
<b>Department:</b> Business Operations	<b>Location:</b> Central London Office and the ABBA Arena 1 Pudding Mill Lane, Stratford E15 2RU
<b>Position reports to:</b> Head of Business Operations	<b>Position is responsible for:</b> N/A
<b>Contract Term:</b> FTC	<b>Salary:</b> £40,000 DOE (9-12 Month FTC)

### **KEY ROLES AND RESPONSIBILITIES**

#### Role Responsibilities:

- Support with the end-to-end procurement process, working closely with other Procurement leads to:
  - Support departments with RFP and tender processes.
  - Raise and track purchase orders alignment with SOWs.
  - Work with key stakeholders to undertake due diligence including insurance and legal.
  - Ensure compliance to company policy and procedures.
  - Onboard new suppliers, issuing, processing, tracking and revising documentation to ensure business continuity.
  - Maintain, manage and audit the contract repository.



- Manage supplier relationships and lead the procurement process end to end to ensure service quality, cost effectiveness and continuous improvement.
- Leading on the set up, migration and integration of software, systems and processes to the business.
- Monitoring third party performance and SLAs to ensure compliance, cost efficiency and alignment business objectives.
- Support the various business operations processes and further develop them as we grow.

Please note that these points are only an outline of your main role and responsibilities, and that there will be additional day to day duties expected of you to ensure the smooth and effective running of your department and the show. As this is a newly created role your duties and responsibilities will evolve over time

### ABOUT YOU

- A minimum of 5 years experience in company operations, procurement or vendor management.
- Experience in managing contract life-cycles.
- Contract related certification such as CIPS.
- Experience in managing company systems, ideally prior experience with migrations.
- Experience working across multiple software or operational systems.
- Has excellent stakeholder and relationship management skills.
- Have great problem-solving skills with a solution-driven approach.
- A positive mindset with a can-do attitude.
- Have strong organisational skills.
- Experience in handling competing demands and deadlines.
- High attention to detail and an analytical mindset.

### WHAT'S IN IT FOR YOU:

- The opportunity to be part of a revolutionary concert
- Competitive salary
- 6% matching pension contributions
- 10 complimentary tickets to the show every year and discounted tickets and Oceanbird Lounge access
- Health Care Cash Plan, EAP and retail discounts

### OUR VALUES

#### Brave & Respectful

We take great pride in ourselves and what we do. We deliver our very best for each other, our guests, our partners and our community. We create value, but not at any cost, so we're never cheap and never greedy. We think it's better to try and sometimes fail, than not try at all. We make decisions based on what we believe is the right thing to do, to ensure we make a positive impact and truly represent ABBA.

#### Better Together

We believe in welcoming people just as they are – unique human beings – and accepting them with open minds. We know it takes every one of us to create the ABBA Voyage experience, which is why no one's more important than the other. We expect everyone to make each other feel seen and appreciated,



and work as a collective. It's the shared connections and sense of togetherness we build that makes ABBA Voyage such a meaningful communal experience.

#### **Like No Other**

We are passionate about always moving forwards and going beyond expectations – our own, our company's, our audience's, our communities' – to be part of something you can't quite put into words. We see any challenge as an opportunity to learn, to try new things, and to inspire and make a difference. There's a magic about ABBA Voyage that is achieved by using our imagination to make all our interactions extraordinary.

#### **DIVERSITY AND INCLUSION STATEMENT**

Here at ABBA Voyage, we strive to be a business where difference is valued and everyone is able to thrive in a culture of equality, inclusion and belonging. We are committed to providing a truly inclusive environment that reflects today's society, where everyone is able to bring their true selves to work, and where diverse voices and backgrounds are valued, heard, and well-represented.

ABBA Voyage welcomes applications from all sections of society. We are committed to equal employment opportunities regardless of race, religion, or belief, ethnic or national origin, disability, age, citizenship, marital, domestic, or civil partnership status, sexual orientation, gender identity or any other basis as protected by applicable law. If you have a disability or additional needs that require accommodation, please do not hesitate to let us know at the point of application.

#### **BE YOUR BEST STATEMENT**

We want everyone to make the most of the opportunity to shine and showcase their talents, so we are happy to make adjustments in the recruitment process so you can be your best! Please don't hesitate in discussing any specific requirements with us, or if you would feel more comfortable, you can email us confidentially at [peopleteam@abbavoyage.com](mailto:peopleteam@abbavoyage.com) to let us know how we can support you.