



UK

## JOB DESCRIPTION

<b>Job Title</b>	Procurement Manager
<b>Location</b>	Castle Donington
<b>Reports to</b>	Managing Director
<b>Hours of Work</b>	8.30am – 5.00pm
<b>Salary Range</b>	Negotiable

### Role Objective

As part of the Senior Management Team the Procurement Manager will be an integral link between the operational teams across the Group. The main purpose of the role is to formulate and drive a consistent approach towards all sourcing, purchasing and tendering activity within the business, ultimately ensuring that value for money is maximised and cost-savings are generated. The key measurement of success will be the ability to demonstrate annual cost savings via commercial, negotiation and strategic initiatives.

### Key Responsibilities

To proactively work with department heads, project managers and site managers to rapidly identify major procurement opportunities and deliver a series of quick wins that will enhance profitability within the business in year one.

To establish, harmonise and maintain appropriate formalised purchasing policies, compliance and procedures across the business.

To develop a suitable contract database and protocol for ongoing supplier management including the ongoing creation, rationalisation and management for “preferred suppliers”, along with a clear contractor overview highlighting key contracted information (e.g. contract sum, length of term, annual increases, break-clauses etc).

To effectively engage with heads of departments, project managers and project co-ordinators about the value of robust procurement and ensure adequate internal training and process are understood and best practices adhered to.

To introduce a formal ongoing tendering process for all major contracts that will be rolled out across the UK Group.

To develop and roll out training so that greater control is exerted in negotiations with all suppliers.

To ensure contracts are completed for all relevant agreements and that service level agreements have been agreed with relevant business owner(s), this will include health and safety issues, sustainability and bribery act compliance, as well as clear penalty payments for non-compliance or service delivery.

To undertake an upfront review and standardisation of the existing terms and conditions and then implement continuous amendments that ensure current sustainability, environmental, bribery act payment-term issues are embedded into the policy.

To undertake an initial review of the existing purchase ordering process and then implement continuous improvements where necessary to ensure that costs are monitored, reviewed and controlled within budgetary constraints and in line with Company procedures.

To ensure payment terms are managed and optimised resulting in improved cash flows.

To lead supplier negotiations, recommend supplier selection and implement contracts designed to encourage continual improvement.

To support the business in its endeavours to monitor supplier's performance in line with KPI's contractual obligations and service level agreements.

To provide active benchmarking data and analysis to ensure the company achieves continued value, creativity, flexibility and sustainability across the entire supply chain.

To work with departmental heads to change the procurement process across the Group.

To gain a good understanding of purchasing undertaken across the Group and so identify and deliver procurement savings that may benefit the wider Group.

#### **Skills and Experience**

Relevant degree or qualification	Essential	Desirable
Minimum 5 years' experience within a purchasing role	x	
International purchasing experience	x	
Excellent negotiations skills	x	
Ability to communicate well	x	
Highly motivated	x	
Good presentation skills	x	
Awareness of quality controls and procedures		x
French language		x

#### **Mobility Requirements** (requirement for national/international travel, overseas assignments)

International travel

#### **Additional Comments**

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the business needs of the company.