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| **JOB DETAILS** | |
| **Job Title:** | Procurement Manager |
| **Department:** | Procurement |
| **Location:** | Loughborough |
| **Report To:** | Supply Chain Manager |
| **Date:** | February 2025 |
| **JOB SUMMARY** | |
| The Procurement Manager will be responsible for all stages of purchasing and on time delivery activities. Responsible to manage £30 million supply chain operations. Manage and deliver procurement performance to deliver core KPIs on time deliver, cost reduction and project adherence. Maintain continuous verbal and written communication on all internal and external stake holders. Lead the site cost reduction strategy by analysing current spent and formulate cost reduction strategies working closely with engineering, quality & operations team. | |
| **KEY RESPONSIBILITIES** | |
| * Manage all the buyers to source the right products, materials, and services. Closely monitor demand and continuously manage the supply chain performance. * Responsible for all procurement contracts with suppliers. * Manage supplier manufacturing cycles on track and delivery on time. * Maintain accurate data and KPI controls manage the system. Analysing the supply chain data and solving any issues or putting alternative plans in place. * Manager the S&OP process forward planning on material demand and execute ordering and tracking process to deliver on time. * Lead and manage all procurement staff -daily performance tracker, training and development, up skilling staff. * Implement a cost reduction strategy within the procurement function via supplier cost negotiation, value engineering, make vs buy strategy, low-cost manufacturing strategy, supplier consolidation, transport cost reduction etc. * Manage supplier quality and continuously improve supplier quality performance, working closely with engineering and quality department to implement ZDP with suppliers. * Analyse and manage supplier risks such as single source, obsolesces management, geopolitical risks, transportation, product shelf life, supplier quality risks. Identify, maintain, and control all supply chain risks. * Review and update procurement practices in line with BTL policies, standards, and regulations. Perform internal audits for continuous improvement. * Implement a robust supply chain network with supplier development APQP process, rationalising current supplier pool, cost down strategy. * Create and manage a KPI dashboard and regular communication output to highlight supplier performance, OTD targets, supplier quality tracking, NCR actions, cost reduction tracking on a weekly basis.   The job description is not to be regarded as exclusive or exhaustive and the postholder may be required to undertake various duties as may reasonably be required of you by the Company. | |
| **KEY PERFORMANCE INDICATORS** | |
| |  |  | | --- | --- | | **Indicator** | **Measure** | | * Achievement of Procurement Budget. * Supply chain OTD performance. * Cost reduction target as set up by the business. * Continuous Improvement on quality and NCR reduction. | * Spend in line with budget. * On time delivery KPI measure (weekly / monthly). * Monthly cost reduction KPI target measure. * Supplier quality improvement NCR measure compared to previous year. | | |
| **PERSON SPECIFICATION** | |
| **Qualifications or Functional Experience**  **Essential**   * Educated to degree level or equivalent in business related subject. MCIPS qualification. * Procurement management experience greater than 5 years in complex electrical / mechanical product manufacturing background. * Have experience of change management and value engineering, driving functional and process improvements. * Have expertise is supplier relationship management, supplier development and improvement programs, and ongoing compliance. * Have proven experience in strategic sourcing and category management. * Building and developing supply chain teams, high performance team.   **Essential**  **Skills**   * Supplier risk assessment and mitigation strategies. * Proven track record in supplier cost reduction, negotiant skills. * Make -vs- buy strategic decision making and strategic planning. * Ability to work in a diverse and dynamic environment. * Good communication and interpersonal skills. * Have a disciplined and enthusiastic approach, which captures the commitment of others. * Excellent Influencing and negotiating skills. * Understanding of cost and financial impacts.   **Knowledge**  **Essential**   * Good IT skills in Microsoft Office and Microsoft Project. * Working knowledge of business procurement systems. | |
| **PERSONAL ATTRIBUTES** | |
| * **Results Orientated:** Leveraging creativity, determination & initiative to ensure on-time and on-budget completion of programs/projects and assigned tasks. * **Problem solving:** Taking a logical and rationale approach to evaluating and analysing problems and leveraging creativity to create differentiated solutions which provide a meaningful impact to the business. * **Communication:** Utilising Clear, concise, and inspiring communication to internal & external customers. * **Collaboration:** Leveraging internal capabilities & competencies to ensure a coordinated, creative approach to problem solving and the creation of disruptive solutions which drive sustainable value for the business. * **Change management:** Become an advocate for change by challenging internal perspectives and beliefs. Establish an inclusive culture which values and fosters innovation. Ensure early adoption of change within teams and inspire others to drive towards a successful end state. Provide a compelling picture of the future, sustain the capability to change and create a credible plan to execute. * **Innovation:** Free thinking, stimulating creativity to develop new ideas. No willing to accept the status quo. * **Trust:** An integral member of the Senior Team. * **Progressive:** Agile and forward thinking. Provides learning and development for self and team through performance review and feedback. | |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_