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We Strive to Provide Best Reliable Quality Services

## **PROCUREMENT MANAGER – JOB DESCRIPTION**

### **Definition:**

Procurement is defined as: Sourcing, negotiating and buying of goods, materials and services to meet the Company's operational requirements.

### **Overall Purpose of the Role:**

Responsibility and accountability for the purchase of goods, materials and services to ensure that the company's operational needs are met, taking into account price, quality and delivery and to ensure continuity of supply.

Likely to have people and budget responsibility or be responsible for entire vehicle build platforms. Responsible for purchasing strategy, policy and processes if most senior role in the organisation.

### **Key Responsibilities:**

#### **Strategy and Development**

- Contribute to the creation and implementation of best practice procurement vision, strategy, policies, processes and procedures to aid and improve operational performance.

#### **General and Task Management**

- Ensure that purchasing policies and processes are in place to meet business objectives and operational needs in terms of price, quality and delivery targets and which enables the company to function and compete effectively in the market!
- Create and review opportunities to implement best practice purchasing policies, processes and procedures to aid and improve business performance and deliver best value and business savings.
- Evaluate the challenges faced by the business and take action to mitigate risks and develop opportunities.
- Ensure purchasing policy, guidelines and any associated documents are in place and updated when required.
- Utilise appropriate resources including Supplier Development to ensure appropriate supplier partnerships and delivery of sourced products.



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- Develop creative and innovative procurement processes (eProcurement)
- Provide management reports and key performance data and monitor cost savings.
- Manage relationships with suppliers and select and develop new suppliers.
- Negotiate and manage contract terms with suppliers to ensure value for money, quality standards and delivery terms with technical and operational input from stakeholders and colleagues.
- Review and negotiate existing agreements to optimise commercial terms.
- Assess tenders from potential suppliers.
- Work with suppliers and have a process in place to measure effective performance, quality and compliance. Measure against KPI criteria if these exist.
- Ensure professional and consistent supplier management is applied across the supply base in line with the purchasing policy.
- Ensure parts are sourced in full and aligned to production schedules and customer requirements.
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors.

### **People Management**

- Manage, coach and develop high performing purchasing and cost estimating teams that meet agreed objectives and which deliver best practice results, added value and continuous improvements.
- Set departmental objectives/KPIs and review and assess ongoing performance of direct reports.
- Report on achievement of targets and identify any actions required.
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of self, staff and visitors.

### **Financial Budget and Control**

- Input to and hold responsibility for department budget.

### **Relationship Management**

- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.
- Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the purchasing strategy.
- Communicate with stakeholders the impact of market change and potential effects on supply. Recommend solutions without compromising quality or service while optimising cost.
- Stay current and up to date on any changes that may affect the supply and demand of needed products and materials and advise others of any impact.
- Contribute to new business initiatives and projects and review and communicate the impact on Purchasing activities.



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- Assist Senior Management in ensuring effective relationships with client businesses through maintaining an appropriate interface between procurement and suppliers.

### **Self Management**

- Comply with the Health, Safety and Environmental Policies
- Proactively contribute to creating a good team atmosphere
- Anticipates and overcomes obstacles.
- Makes useful links to arrive at insightful plans and solutions.
- Embraces personal challenge.
- Confident, rounded thinking
- Takes ownership for team cohesion and development.
- Is self aware.
- Is resilient, optimistic and open to change.
- Has an Adult: Adult, collaborative approach to others.
- Self motivated and able to work well under pressure.

### **Skills and Attributes:**

- Proven management skills with the ability to optimise team performance and development.
- Excellent relationship management skills with the ability to engage, negotiate and manage key stakeholders and suppliers.
- Strong and confident negotiator with the ability to negotiate at all levels.
- Strong communication, interpersonal and influencing skills.
- Strong analytical skills and problem solving abilities.
- Results orientated with the ability to plan and deliver against project deadlines.
- Commercially and financially aware with experience of managing budgets.
- Keen attention to detail and accuracy

### **Qualifications and Experience Levels:**

- Relevant business/commercial or manufacturing/engineering degree is preferred, or HND, BTec Professional Level 5 Award or equivalent NVQ Level 5 qualifications.
- Member of The Chartered Institute of Procurement & Supply (CIPS)
- Proven experience in a purchasing management role, preferably within an automotive or manufacturing environment
- Ability to add value, reduce costs and make business improvements.
- Contract management and supplier experience.
- Project management experience.
- Knowledge and technical understanding of automotive processes and components and supply chain management.
- Computer literate, especially Excel skills.

### **Example roles this job description may cover:**



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- Purchasing Manager
- Sourcing Manager
- Buying Manager
- Purchasing Leader
- Head of Purchasing