



## **JOB DESCRIPTION**

<b>Job Title:</b>	Procurement & Supply Chain Manager
<b>Department:</b>	Sales
<b>Reports to:</b>	Head of Sales

### **Summary**

To manage end to end procurement and supply chain activities to ensure value for money purchasing whilst maintaining high quality product service standards in a timely fashion. To develop and manage the supply chain and system management process. To ensure business supply chain goals are met and manage corporate requirements through functional interaction with the management team.

### **Primary responsibilities**

- Managing the end-to-end customer supply chain from planning through to delivery, maintaining profitability, customer service levels and quality standards throughout
- Developing a robust demand planning and forecasting system
- Driving change and cost saving initiatives within financial planning
- Ensure overall profitability is maintained and maximised throughout whole procurement process
- Building long-term relationships with key customers and suppliers
- Accountable for driving performance of the Supply Chain to meet defined KPI's
- Work regularly with the sales and production departments to forecast products needed and stock levels required
- Recommend & maintain optimal stock levels at various stages in the supply chain in order to achieve customer satisfaction levels as well as mitigating stock exposure
- Develop and document supply chain processes and policies to maintain and strengthen internal controls
- Actively work with the sales, production and operations teams to identify improvements & reductions in the complexity of SKU's
- Additional management duties as necessary

### **Additional responsibilities**

- Extended overtime when required (including Saturday morning working)

### **Job competencies**

- Trustworthy, responsible, professional and committed
- Strong communication skills with the ability to form and maintain relationships both internally and externally
- Planning and organisational skills
- Able to prioritise and allocate time effectively
- Technical skills
- Team work
- Achieving results
- Problem solving
- Quality improvement
- Highly organised and motivated
- Confidence
- IT skills
- Excellent attention to detail
- Flexible working practice

### **Minimum knowledge & experience requirements**

- Combined procurement and purchasing experience
- Knowledge of procurement and supply chain management principles and procedures
- Good IT skills
- Good plant knowledge

### **Preferred knowledge & experience requirements**

- A strong understanding of procurement and supply chain with at least 3 years' procurement/supply chain experience
- Achieved or working towards a recognised procurement/supply chain or management qualification
- Highly computer literate (we use SAP Business One plus Microsoft Office)
- Thorough knowledge of procurement and supply chain management principles and procedures
- Experience with creating relevant systems and procedures
- Excellent plant knowledge