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| TITLE: | Procurement Manager |
| REPORTING TO: | Commercial and Operations Manager |
| DEPARTMENT: | Procurement |

PURPOSE OF THE ROLE

- To manage the Procurement team and processes across the business
- To ensure materials and services as required by the business are purchased in a timely and cost-effective manner.
- To actively participate in the concept of continuous improvement in line with the business needs
- To provide a high level of buying expertise required for existing, new product development and prototype build.

The role will involve, but is not limited to:

- Managing the Procurement staff across the Rail and Defence units; developing the team through regular performance reviews, coaching and development.
- Ensuring proper supply schedules and contractual arrangements are in place with all current suppliers to safeguard continuity of secure supplies, balanced with beneficial trading terms and conditions for Petards Joyce Loebel
- Managing the RFQ process for bids for Rail and Defence evaluating the costs, risks and opportunities for decision making
- Maintaining a balanced inventory, with the overall financial limits set, to ensure achievement of the target customer service levels and effectively zero stock-outs.
- Identify key areas for cost reduction (to include goods and services supporting all aspects of the business) establish cost reduction targets and deliver measurable continuous improved profitability.
- Liaise with technical departments to ensure components and materials comply with design specifications, particularly when sourcing alternative supplies.
- Managing the Purchase to Pay (P2P) process for MRP and non-MRP goods and services to ensure on-time delivery of quality products to our customers.
- Liaising with Accounts Department to ensure that effective financial control and reporting can be carried out
- Ensuring activities are carried out within the Company Quality system and comply with Company Policies and Procedures.
- Manage Supplier visits in line with the audit programme; monitoring supplier performance, hold contract reviews or carrying out supplier qualification.

KEY WORKING RELATIONSHIPS:

- General Manager
- Commercial and Operations Manager
- Financial Controller
- Operations
- Supply Chain
- Suppliers / subcontractors
- External Agencies

EXPERIENCE / KNOWLEDGE

A good candidate will be able to demonstrate experience / competency in the majority of the following:

- Proven knowledge in purchasing disciplines particularly evaluation and negotiation.
- Knowledge / Understanding of Product Lifecycles.
- High technology industry experience.
- Excellent analytical, project management and communication skills.
- Good working knowledge of MRP systems and excellent IT skills.
- Willingness to travel is essential to fulfil the objectives of the role.

QUALIFICATIONS

- Proven experience in a purchasing background.
- CIPS qualification preferred.
- Good general education.

SKILLS ATTRIBUTES

- Excellent organizational and presentation skills
- Ability to demonstrate motivation, commitment and determination.
- Self-starter
- Commercially astute
- Proactive and focused with an eye for detail
- Driven to succeed

SPECIFIC RESPONSIBILITIES

Specific responsibilities include:

- Such other duties as the Company may from time to time reasonably require
- Petards Joyce-Loebl is committed to compliance with all relevant EU and Member State laws in respect of Personal Data that the Company collects and processes. All full and part time employees and agency contractors who receive or have access to Personal Data collected or processed by the Company shall ensure compliance with the General Data Protection Regulation (GDPR) in accordance with the Company Data Protection Policy.

Please send your CV and covering letter to Victoria Hodge:

victoria.hodge@petards.com