

Procurement Manager Job description

Job brief

This position has the responsibility for the procurement of goods and services following Authority policies, procedures and applicable local, state and federal regulations. Duties include planning, scheduling, initiating, monitoring and quality assurance of all procurement and contract activities. Work requires independent and professional judgment and is performed under the general direction of the Chief Financial Officer.

Responsibilities

- 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.
- 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.

Requirements

- Familiarity with sourcing and vendor management
- Interest in market dynamics along with business sense
- A knack for negotiation and networking
- Working experience of vendor management software
- Ability to gather and analyze data and to work with figures
- Solid judgment with ability to make good decisions
- Strong leadership capabilities
- Multilingual ability
- Must have more than five years work related experience
- Must have at least five years solid experience in Procurement and Inventory Management