



## Job Advert Procurement Manager

Vacancy Reference No: 3

**Job Purpose:** Purchase goods, ensuring the club obtains quality products for competitive prices in a timely fashion, ensuring budgets are adhered to and achieving cost savings.

**Principal Accountabilities:**

- To develop and implement sourcing and category plans aligned to the clubs goals and objectives
- Championing cost leadership, innovation, service excellence and process and product improvement
- Create and nurture relationships with suppliers to negotiate best price
- Monitor business trends and product availability to pay the best price for goods without sacrificing quality or delivery times
- Research new products to meet club demands
- Supplier evaluation, selection and contract management
- Provide regular market analysis, benchmark data and supplier evaluation, to support category planning and risk management
- Provide volume and price forecasts for budget and forecasting processes. Responsible for performance reporting to assess total costs of company purchases
- Provide support and advice in the sourcing of new materials/outsourcing for product development teams
- Liaise with other departments to determine their product and service needs
- Create compliance to procurement policies and procedures
- Develop and implement strategies for storing, distributing and maintaining stock levels

**Candidate Requirements:**

Essential:

- Impactful and adaptable negotiator
- Effective adaptable communicator
- Strong interpersonal skills
- ability to maintain and develop collaborative and professional relationships with suppliers and colleagues
- Strong personal organisation skills capable of prioritising and managing several projects simultaneously
- Strong networking skills
- Strong financial analysis skills

Desirable:

- BSc degree in supply chain management, logistics or business administration

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please send your CV to [vacancies@swfc.co.uk](mailto:vacancies@swfc.co.uk)

Submitted CVs must contain at least two references and should specify current salary and salary expectations.

Closing date: 4<sup>th</sup> May 2018