



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

Please send your CV to vacancies@swfc.co.uk

Closing date: 6th April 2018