

ROLE PROFILE – Procurement Manager**Title: Procurement Manager****Reports to: Finance Director****Function: Finance & Procurement team****Location: Glasgow****Mission**

As Procurement Manager you will have a wide ranging role in our company. You will be at the heart of so many important procurement decisions. From managing our Point of Sale (POS) procurement and deployment effectively, to ensuring the effective management of our Car Fleet, managing contracts for the purchase of goods and service to support our daily operations, to more ad hoc Product Selection and Sourcing responsibilities.

You can make a massive contribution to the successful operations of our business. In order to do this you need to help us to secure great quality products and services at the right price and at the right time.

In order to do this successfully, you will need to be a results orientated, organised team player, with the ability to quickly establish priorities in a fast paced environment. Attention to detail is required in this role as well as experience in delivering commercial contracts. Great communication, influencing and negotiation skills are a requirement along with well developed planning and organisation skills.

Key Responsibilities**1. Manage all operational aspects of POS**

- Manage Procurement Buyer & Coordinator and comply with all HR processes, develop direct report and implement coaching culture.
- Oversee all day-to-day responsibilities of the Procurement Buyer & Coordinator and provide direct support where required. These include: communication with internal and external parties, order processing, purchasing stock, KPI compliance, forecasting, addressing queries and resolving operational issues.
- Manage planned “Kitting and Distribution” projects – where certain elements are pulled together to form a brand kit. Ensure clear communication from the marketing teams/agencies, and clear instructions are given to the 3rd party warehouse provider in order to meet agreed rework of items, packing, deliveries and deadlines.
- Manage Third Party Warehouse. Ensure that the provider consistently meets the level of service specified from receipt of stock from the Brand Owners/suppliers, through storage, kitting, picking and despatch, including the sub-contracting of the logistics suppliers. Monitor performance and conduct a monthly review to discuss performance levels versus agreed KPI standards and resolve any issues. Maintain levels of communication and service / cost. Validate monthly invoices.
- Build and maintain effective working relationships with key internal customers in Marketing and Sales.
- Communicate monthly reporting to commercial colleagues.
- Review and improve systems, processes and tools.

2. Fleet Management

- Manage a fleet of +100 vehicles from Lex Autolease through an SLA.

- Manage key suppliers and ensure effective contract management.
- Liaise with key stakeholders as well as internal and external customers.
- Review and update Company Car Policy in line with trends, legal and legislative requirements and best practice.

3. Procurement Contracts Management

- Responsible for approximately £2m overhead budget (e.g. property, insurance, printers/copiers, motor vehicles, telecoms, couriers, facilities provider).
- Apply procurement processes and policies, providing advice within categories/areas of responsibility.
- Manage contracts relating to goods and services (excluding wet stock).
- Organise and manage tender processes, negotiating and awarding contracts/orders.
- Proactively review other areas in the company where costs can be decreased and become preferred sourcing partner.
- Develop preferred Suppliers to ensure they will meet the current and future needs of the organisation, reviewing performance.
- Identify changes and trends in the market place, understanding their impact upon the business.
- Develop procurement function within company.

4. Product Selection and Sourcing

- Ensure structured procurement undertakings by Edrington-Beam Suntory UK in line with company policy. Promote procurement support in sourcing any significant products and services (e.g. HR preferred agency agreement, ad hoc POS items, Whisky Academy products, agencies, gifts, sampling delivery).
- Work with key stakeholders and suppliers to ascertain required items and establish desired specification. Research into product sought, product selection, requesting quotes, negotiation, requesting and receiving samples, liaising with internal stakeholder/s and suppliers, agree artwork, finalising quotes, place orders, checking invoices and passing to relevant stakeholder for signoff.
- Operate in line with Global Procurement Policy.

Knowledge, Skills and Experience

- +7 years previous procurement experience required
- people management experience as supervisor preferred
- Qualified CIPS level 4 or above, or other professional designation
- Strong influencing and negotiating skills
- Excellent time management and able to prioritise extremely varied workload
- Focus on delivery with accuracy
- Ability to adapt quickly in a very fast paced environment
- Flexibility to manage a varied workload and stakeholders
- Conscientious attitude with attention to detail
- Excellent written and verbal communication
- Manage change and continuous improvement

- Microsoft Office, particularly using email and Excel
- Working knowledge of SAP desirable, but not essential
- An organised individual who can prioritise work tasks, is self-motivated, confident and has a positive approach

Behaviours

EBS has five values; Be Real, Be Curious, Be Brave, Be Together and Be Driven, we want all our employees to be the embodiment of those values.

- Self-starter with passion and ambition
- Solution orientated and 'can do' attitude
- Willingness to take ownership and demonstrate leadership within their areas of responsibility.
- Possess a high level of emotional intelligence.