

Role Profile

Job Title: Procurement Manager
Department: Purchasing
Reports To: Business Development Director
Ref: Ref-104, V2 – 26 Nov 2020

Role Overview

The Procurement Manager will have accountability for spend across the group. Reporting to the Business Development Director, the role holder will lead the strategic sourcing activities with the goal of achieving significant cost reductions, while managing price risk and maintaining/improving product quality and vendor service levels.

The role holder will work closely with key stakeholders to implement effective risk management strategies.

Main Duties

- Leads sourcing activities, overseeing all activities related to procurement of material, from intent to purchase through to delivery of the material
- Develops and implements sourcing strategies for categories in the region while contributing to wider strategy formation and execution
- In conjunction with business leads, develops, coordinates, and executes effective price risk management strategies
- Recruits and maintains suppliers that minimize the Monaghan Group's total cost of ownership, while upholding internal and external policies, governmental regulations and laws and maintaining the highest code of ethics and conduct
- Develops and utilizes a system to evaluate vendor quotations with the appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service
- Monitors performances of vendors and their compliance with Monaghan Group guidelines
- Analyses market and delivery conditions to determine present and future material availability/price, and prepares market analysis reports
- Tracks performance within each spend category and defines budgetary impact
- Prepares and reviews contracts, bids, proposals, and vendor agreements for legal correctness, price, and acceptability of items to specifications
- Directly solves operational issues with vendors
- Reviews and resolves vendor claims and contracts for conformance to company policy
- Provides assistance to acquisition strategies by completing due diligence and integration activities for spend
- Trains other team members and colleagues across the organisation, as required, in the procurement systems
- Create and maintain a Supplier usage tracker which will monitor usage, costs and reduce waste. Ensure that we are always using the most appropriate and cost effective supplier for each particular business need
- Create and maintain a Transport tracker which will monitor the usage and cost of transport

- Develop a system whereby it is clear what terms the Monaghan Group work with, with the intent to bring all suppliers in line with our standard terms
- Create KPI's regarding Costs and Usage with a goal to improve efficiency

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Plans for Success – Develops project plans required to implement projects and programmes of work; defines risks and benefits of work and pro-actively manages same
- Solves Problems - Recognises and balances the different interests of stakeholders when making decisions
- Acts Commercially - Creates a business case for business projects when required
- Builds Teams – Works collaboratively and encourages cross disciplinary working between teams
- Customer Focus – Proactively seeks customer feedback and acts upon it
- Leads Change - Challenges the current perspective to drive continuous improvement
- Leads Authentically – Challenges processes which are ineffective providing direct and timely feedback; finds the right balance between frankness and respect; always delivers on work promises and deadlines
- Communicates Effectively – uses communication skills to influence colleagues and senior managers; switches easily from high level to detailed information as needed; reads and adapts to visual cues in a high pressured environment; able to get buy-in and commitment from stakeholders

Experience and Qualifications

- Fundamental Supply & Demand and technical analysis of commodity futures markets
- Strong price risk management skills
- At least 3 years of a successful track record working within the Manufacturing/Food Industry in Procurement/Supply Chain or related field
- Ideally a Degree/Diploma with an IIPMM qualification combined with relevant commercial experience or can demonstrate such expertise gained via career working experience

Other significant role requirements

- Full clean driving licence and valid passport
- Role based in Tyholland, travel routinely to company locations
- Knowledge of Bulgarian, Lithuanian, Latvian, Polish or Russian language would be advantageous

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.

5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact