

Group Procurement Manager

Role Description:

As our Group Procurement Manager, you will be involved in the procurement strategy and execution across all our live products and future bids. You will be responsible for the management and control of all purchasing activities undertaken for the company.

You will have significant input and support from the Randridge senior management team and you will be supported by procurement staff (buyers/expeditors etc) on each project. Randridge are committed to continuous improvement in our systems and policies and look forward to you demonstrating the innovation you can bring to this process.

Due to the nature of our business and the types of materials we use regularly on our projects, we may require someone with an attention to detail on commodity price movements and the ability to negotiate service order agreements with our global supply chain.

Maintain undated materials pricing file and obtaining quotations for estimating purposes.

Specific Objectives

- Full responsibility for procurement functions – Commercial and Schedule impacts.
- Manage the procurement organisation: ensure the recruitment, management, organisation, support, assessment, and training of the team.
- Real time reporting on live projects, key performance indicator reviews and procurement budget monitoring and management.
- Long lead materials monitoring – mitigation of risk to schedule slippages due to materials.
- Develop credibility/rapport/ relationships with existing and future key suppliers.
- Streamline current procedures to obtain maximum efficiency from the procurement and supply chain supporting our business.
- Enhance your relationship with Project Directors/Project Managers and the senior management team of Randridge.
- Advise and develop stock control systems for active sites and future project set up.

Details of position

The Group Procurement Manager will have a close working relationship with our Group Commercial Manager in your day-to-day activities.

- Early involvement in future bids and budget setting for new projects.
- Risk assessments on supplies and commodities with regard to schedule and budget risk.
- Supplier score card reporting.
- Monitoring and reporting purchase order schedules and their impact on our project performance reports.
- Ensure that contracts with potential suppliers are established and maintained.
- Research new material and supply chain sources.
- Ensure compliance with the Companies Quality Procedures and certification.

Procurement Manager Specific Requirements

- A bachelor's degree in Procurement, business related field and/or Engineering.
- CIPs or other recognised Procurement/Supply Chain professional accreditation would be beneficial.
- At least 10+ years of relevant experience, including a minimum of 3+ years in management.
- Export & logistics experience.
- Detailed knowledge of tendering and contract management methods and procedures.
- Experience of the main forms of Contract in addition to bespoke forms.
- High level of skill to evaluate bids and compile reports for use in determining successful offer.
- Impeccable time-management and organisational skills.
- Ability to think and prioritise strategically.
- Strong analytical, problem solving and decision-making skills.
- Concise and influential communicator, able to drive business decisions on complex issues with clarity and credibility to a cross functional audience of varied experience and seniority.
- Excellent negotiating skills, dealing with contracts of varying values and complexities, and managing superior Service Level Agreements.
- Eligible to work in Europe.

- Excellent organisational skills with the ability to prepare and maintain complex records and files in an automated system.
- Excellent interpersonal and communication skills with the ability to quickly build relationships with relevant parties.
- Strong sense of customer focus and teamwork.
- Self-starter with the ability to work on own initiative under minimal supervision.
- Proficient in the use of Excel, and other Office software.

**To apply please send your most up to date CV to
joy.barry@randridge.com stating the job you are applying for in the
subject line of the email.**