

Job Description



Job Title:	Procurement and Planning Manager
Job Location:	Macmerry
Responsible to:	CEO
Job Purpose:	Manages all planning and implementation of the Production stages of the Sunamp product range, from procurement and purchasing, to liaising with Sales and Management teams, through to generating build plans for high-volume serial manufacture.

Procurement and Logistics:

- Perform all procurement activities including pre-qualification, risk management, negotiating supplier agreements, preparation of contracts and tender management.
- Devising and implementing sourcing strategies for ongoing improvements whilst testing existing contracts.
- Building long lasting strong supplier relationships.
- Working on cost down for BOM for all products before production commences and conducting regular assessments of potential cost increases
- Ordering of BOM components as required according to the production schedule and sales forecasting
- Co-ordinating of International logistics and dispatch of products to fulfill customer orders
- Maintaining appropriate paperwork to ensure systems flow
- Collaborate with colleagues to ensure clarity of purchase specifications.
- Prepare contingency strategies for unforeseen events using analysis of data and open communication.
- Control spend and build a culture of long-term saving on procurement costs.
- Run the S&OP process
- Run MRP from cradle to grave

Planning:

- Weekly update and review meeting with CRO, finance and senior management to co-ordinate sales and supply of goods
- Regularly meeting the UK Sales team and Chief Revenue Officer to discuss current orders, new orders and projected orders
- Working with the Factory staff helping to keep the Production Delivery Schedule spreadsheet synchronized to customer demand
- Working alongside Engineering/Production Management team to provide regular state of nation updates.
- Creating a daily updated version of the Production Planning MRP spreadsheet showing goods in VS products built VS products sold
- Managing International supply chains and logistics with lead times up to 6 months for delivery across electrical, mechanical and chemical product types

Production:

- Ensuring that the production is cost effective;
- Monitoring product standards against cost
- Investigating environmental/eco efficiencies and initiatives with an aim to improve

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procedures and processes including issues around the circular economy and ensuring ESG compliance

- Oversee the implementation of the stock control and other systems
- Work alongside key managers such as Factory Manager, Factory Supervisor to ensure quality of purchases.

Management

- Helping to implement quality-control programmes;
- Working alongside other managers, identifying areas of improvement to continually drive performance and business results.
- Implementing and ensuring that health and safety guidelines are followed;
- Provide information to Board as required
- Working alongside finance to ensure correct ordering procedures are adhered to.
- Track and report key functional metrics to reduce expenses and continuously improve effectiveness.

General

- Responsible for fulfilling sales with quality products in time and on cost
- Communicate with all areas of the company
- Understand the market and trends and to always stay ahead ensuring best price, best quality.

Leadership

- Achieves excellence in all areas of business.
- Champions change and can effectively manage the implementation of new ideas.

Teamwork

- Supports and solicits input from team members at all levels within the organisation.

Supplier Management

- Communicates effectively with suppliers to identify needs and evaluate alternative solutions and strategies to achieve successful commercial relationship
- Continually defines ways to increase customer satisfaction and deepen client relationships.
- Maintains lasting client relationships to continuing commercial success
- Creating policies and procedures for risk management and mitigation.

Skills & Qualifications

- BSc degree in supply chain management, logistics
- Strong leadership skills with excellent people manager qualities
- Proven work experience as a Procurement Manager.
- Excellent supplier contracts
- Sound knowledge of sourcing and procurement techniques as well as reading current markets
- Working knowledge of supplier management software
- Aptitude in decision making and working with numbers.
- Experience in collecting, analysing and reporting data.
- Excellent written and verbal communication skills
- Excellent organisational and time management skills
- Strategic thinker with strong interpersonal skills
- A minimum of 7 years experience in a similar role.

Circumstances:

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- Able to travel (likely to be a regular requirement)
- Prepared to work flexibly within the team to ensure timely delivery of service.

Basis and Values:

Able to respect the basis of, and work with, our values, showing a commitment to, and understanding of the Sunamp Ltd culture.

This role profile outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this role profile may, be amended in consultation with the post holder.

Advert - Salary Indicator - £48,000 to £60,000 depending on experience
Consultancy rate TBA