

Job Description

Business:	Pilgrim's Shared Services Ltd
Department:	Supply Chain Services - Procurement
Job Title:	Senior Buyer – CAPEX
Reporting to:	Head of Procurement Indirects
Location:	Uxbridge

Job Purpose:

- A operational and strategically focused role with responsibility for the management of purchasing to support the Engineering Team with CAPEX projects and contracts.
- You will lead and act as a commercial representative working in a cross-functional environment, delivering against agreed challenging targets: driving efficiencies and ensuring best total cost of acquisition while minimising risk.
- Working with the Operational leads to ensure best value across spend, driving change and ensuring strategic roadmaps are delivered.
- You will be responsible for reporting your category areas, delivering synergies and savings across your spend area, ensuring supplies are sourced and maintained in a sustainable manner.

Duties / Responsibilities:

To support the Head of In Direct Procurement with the following.

- Developing the sourcing In Directs strategy.
- Assist in SRM of your suppliers and manage the contracts of smaller suppliers.
- Develop/Maintain a supplier assessment programme and drive improvements in supplier performance.
- Develop and manage supplier contracts for major areas of spend.
- Increase Procurements value added and influence in the areas of spend in your control.

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- Manage your contracted area and tenders on the available procurement systems
- Develop Risk Management & Business Continuity Plans with key suppliers.
- Look to reduce complexity of supplier network where practical.
- Track/understand and flag to internal customers price opportunities and threats.
- Drive to improve supplier quality and service.
- Identify cost savings through spend analysis and benchmarking/tender processes, new technology, alternative suppliers, non-traditional sources v traditional sources etc.
- Work within and lead cross-functional teams to understand and define business requirements and deliver value-adding projects. Gap Up.
- Working on synergy programs globally in cross-functional teams.
- Deputise for manager when required.
- Maintain SAP contracts, sourcing and pricing in conjunction with team support.

Principle Objectives

- Deliver Cost reduction/control within defined categories of expenditure.
- Manage tendering and benchmarking processes (utilising e procurement) including contact negotiations.
- Develop and maintain department purchasing processes.
- Support sites on supplier issues when appropriate and identify root cause and recommend solutions .
- Develop supplier improvement programmes.
- Manage support tools:
 - Track spend/saving and data analysis on supply performance
 - Development of support tools – improvements
 - Risk Management Documentation and Assessment.

Candidate Requirements:

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Essential:

- At least 3 years' experience in a Procurement Department or experience managing and executing contracts for CAPEX projects.
- Engineering background preferred.
- Hold a driving licence and flexible to travel as required.
- Interested in improving sustainability within the supply base.
- Recent experience in managing a range of suppliers and categories.
- Strong negotiation skills.
- Effective communication, influencing and teamwork skills.
- Proven cost savings across a range of categories.
- Proven project management and implementation skills
- Self motivated and driven to continuously improve.
- Proficient in supplier benchmarking and tender process.
- Strong IT understanding .

Desirable:

- Previous experience in an indirect spend environment.
- Good understanding of ERP systems.
- Experience in contract negotiations.
- Experience of eProcurement systems.
- Experience of category management.
- Analytical skills.

Document Control

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