

## Job Description

<b>Position:</b>	Procurement & Supply Chain Manager	<b>Job Holder:</b>	TBA
<b>Reports To: (Position)</b>	CEO	<b>Location:</b>	Great Yarmouth, UK
<b>Prepared By:</b>	Craig Morrice	<b>Date:</b>	07/12/2018

### Overall Purpose of the Job:

Primary responsible for managing the company's purchasing strategies and purchasing processes; managing supplier quality, pricing and delivery times.

### Principal Accountabilities:

1.	Overall responsibility for the company's purchasing strategies and purchasing processes
2.	Management and development of policies, systems, processes within the Purchasing/Expediting function
3.	Liaising with current and new suppliers to further understand their full capabilities/products and identify opportunities for product alternatives
4.	Use knowledge of sources of supply, capability, pricing trends, economic order quantities, elements of vendor costs to ensure effective negotiation of prices and lead times
5.	Work with the Quality Department to improve supplier quality and resolve any non-conformance in a timely manner
6.	Manage suppliers to achieve on time delivery
7.	Participate in establishing purchased standard and planned costs
8.	Recommend substitutes for standardisation or cost saving purposes
9.	Ensure no monopolies within supply chain to drive cost and deliver performance
10.	Involvement in costing of new projects and review of budgeted costs
11.	Review incoming requisition requests for specification completeness
12.	Arrange and review vendor contracts/supply chain agreements
13.	Renegotiate and set payment terms in alignment with market climate and client payment terms
14.	Establish manufacturing supply for new product capability
15.	Instruct/raise purchase orders following company procedure
16.	Develop and publish supplier performance reports and report on cost saving initiatives
17.	Adhere to company QHSE policies and procedures.
18.	Ad-hoc duties as requested by line manager

### Organisation:

<b>a) Immediate Supervisor(s)</b>	<b>Line:</b> <b>Function:</b>	CEO
<b>b) Other jobs reporting to the same supervisor:</b>		Management Team
<b>c) Direct Reports:</b>		Procurement administrators

### Job Context and Main Activities:

Support the company in all purchasing and supply chain matters



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### Financial Responsibilities and Approvals:

Make day to day decision in line with the company growth strategy  
Financial authority within the confines of the Company DOA Policy

### Relationships:

(Who are the job holder's most important contacts and for what purpose?)

Procurement Administrators, Sales, Operations, Engineering, Finance, Management, Directors

### Job Challenges:

(Identify the most complex or demanding aspects of the job)

Managing supplier quality, pricing and delivery times in growing business through procedural rigor, effective negotiation strategies and diversification of supplier base.

### Job Knowledge and Experience:

(Indicate only the essential background qualifications, education, skills and aptitudes, specialist training and experience necessary to perform the job competently)

Minimum of 5 years relevant supervisory experience in purchasing and supply chain  
Previous experience in a similar industry essential  
Ability to work as a team player and on own initiative  
A good working knowledge of IT required  
Proven communication skills with ability to influence both internal stakeholders and suppliers  
Proven organisational skills and a good attention to detail  
Be adaptable to changing policies and client requirements  
Knowledge of API Q1 and 6A desirable

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<b>Health and Safety:</b>
<b>All Employees</b>
<p>The incumbent must:</p> <ul style="list-style-type: none"> <li>a) take reasonable care to prevent harm to themselves</li> <li>b) consider the potential for harm to others or the environment that may be caused by their acts or omissions</li> <li>c) work in accordance with information and training provided</li> <li>d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health, Safety and Environment reasons</li> <li>e) report any hazardous defects in plant, equipment and workplace, or shortcomings in the existing controls, to a responsible person without delay</li> <li>f) not undertake any task for which authorisation and/or training has not been given.</li> </ul>
<p><b>Responsibilities of Managers and Supervisors</b></p> <p>The incumbent is responsible for ensuring that the HSE Management System is implemented within the operations under their control. The incumbent must actively monitor the workplace to ensure that acceptable standards are maintained. Where risks are identified the incumbent must ensure that these risks are controlled, so far as is reasonably practicable.</p> <p>The incumbent's duties include:</p> <ul style="list-style-type: none"> <li>a) ensuring that employees, contractors and visitors are aware of relevant HSE procedures</li> <li>b) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition: this includes the regular maintenance and servicing of equipment</li> <li>c) providing adequate training, information, instruction and supervision to ensure that work is conducted without harm to people or the environment</li> <li>d) taking immediate and appropriate steps to investigate and rectify any risks to people or the environment arising from the work activity</li> <li>e) bringing to the prompt attention of senior management any HSE issue that requires their attention</li> <li>f) ensuring that all incidents are properly recorded and reported and that an investigation is carried out to establish and rectify root causes</li> <li>g) actively participating in the HSE management system.</li> </ul>

<b>Job Description Agreed By:</b>			
<b>Job Holder</b>		<b>Date:</b>	
<b>Manager</b>		<b>Date:</b>	