


VACANCY BULLETIN

Closing Date:	22 nd July 2022
Job Title:	Commodity Manager
Location:	Burton Head Office

Reporting to the Purchasing Manager, the Commodity Manager is responsible for ensuring the cost-effective sourcing and management of an assigned portfolio of direct & indirect goods and services which meets the business requirements of specification, quality, delivery and service. Key responsibilities include, but are not exclusive to:

- Developing and presenting the Purchasing category strategy to key stakeholders
- Working with the appropriate internal stakeholders to compile and standardize all the relevant specifications and standards
- Negotiating contracts, conducting tenders, and benchmarking exercises in line with departmental procedures
- Conducting regular supplier reviews / audits and addressing any supplier performance issues
- Identifying, coordinating, and driving improvement projects
- Ensuring the performance targets of the category are met
- Ensuring Purchasing policies are applied and communicated to suppliers.
- Developing supplier catalogues, ensuring contracts and price file data are in place and maintained (using SAP)

The successful candidate will have a track record in strategic procurement within the manufacturing sector and must be able to demonstrate the following skills:

- Good communication skills with the ability to engage, collaborate and influence
- Good numerical and analytical skills, with a structured and methodical approach
- High level of self-motivation with a practical, flexible, and innovative approach
- Excellent organisational skills with the ability to multitask, project manage and achieve deadlines whilst maintaining attention to detail
- Good knowledge of the legal aspects of purchasing with the ability to formulate purchasing contracts and service level agreements.
- Strong negotiation skills with proven experience of tendering and cost management.
- IT literacy
- Experience of timber and/or natural raw materials would be beneficial but not essential
- Previous experience of purchasing direct spend items across multiple sites is preferable but not essential.
- You will be professional and positive in approach with the ability to build strong relationships and demonstrate a dynamic and creative approach.

Essential Qualifications: Ideally degree educated and has/is working towards CIPS

Travel: Regular travel within the UK and occasionally to Europe.