

# PROCUREMENT & LOGISTICS MANAGER



## Purpose

This position is responsible for leading the organisation's procurement and logistics functions to ensure the timely, efficient, and cost-effective acquisition and delivery of goods and services. This includes developing procurement strategies, managing supplier relationships, ensuring compliance, and overseeing outbound logistics, warehousing, and freight operations. The role also focuses on continuous improvement of procurement processes and maintaining strong internal customer service.

## Look forward to a brighter future

### Education

- Bachelor's degree in business administration, supply chain management, or a related field.
- Professional certifications such as CIPS (Chartered Institute of Procurement & Supply) or CPIM (Certified in Planning and Inventory Management) preferred.

### Work experience

- Minimum 9-10 years' experience in effective leadership and management of a team
- Proven experience in procurement, supply chain management, or a related field, with a strong track record of success in strategic sourcing, vendor negotiations, and contract management.

### Skills

- In-depth knowledge of procurement principles, practices, and regulations. Excellent analytical and problem-solving abilities. Proficiency in relevant software and tools (e.g., ERP systems).
- Experience in contract management and supplier relationship management. Strong negotiation and communication skills.

### Key focus

- Lead and manage people in the team well, ensuring team members have clear and measurable objectives. Conduct 1:1 meetings with all team members on a regular basis to provide feedback on performance, behaviours and development. Ensure effective recruitment and advocate for necessary staffing resources.
- Develop and implement procurement strategies aligned with organisational goals, focusing on cost reduction, risk mitigation, and compliance.
- Conduct market research, analyse pricing trends, and identify opportunities for cost savings in the procurement process. Adopt tendering processes as required for optimal service, quality and cost outcomes.
- Lead contract negotiations, ensuring favourable terms and conditions with adherence to legal and regulatory standards. Manage ongoing contract compliance
- Manage supplier selection and performance, fostering strong relationships to ensure quality and timely delivery. Collaborate with internal stakeholders to meet procurement needs, support business operations, and maintain accurate procurement records and KPIs.
- Oversee efficient warehouse operations and inventory control, ensuring accurate stock records, optimal inventory levels, and timely order fulfilment. Utilise NetSuite ERP with WMS to manage storage, dispatch, and logistics while maintaining cost efficiency, safety compliance, and performance monitoring through KPIs.
- Take responsibility for personal compliance with Health and Safety Legislation, Regulations, Policies and Procedures. Help to ensure the safety and wellbeing of those within the work environment.
- Adhere to quality standards and environmental / sustainability principles. Participate constructively in all continuous improvement initiatives.

### Behavioural competencies

- |                               |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| • Demonstrates self-awareness | • Builds effective teams | • Business and commercial acumen |
| • Effective collaboration     | • Drives engagement      | • Plans and aligns               |
| • Results-focused             | • Develops talent        | • Decision quality               |

*Disclaimer: The purpose of this document is to provide an insight into the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultations with the job holder in response to the changing needs of the organisation and the nature of our work. Employees may be asked to perform other duties as reasonably required by the employer in accordance with the role environment.*



#### People and environment

We care about our people and strive for environmental sustainability.



#### Innovation and agility

We are responsive to the needs of our customers.



#### Honesty and integrity

We build trust.



#### Accountability and discipline

We deliver the right result, first time.

