



Procurement Manager

Location: Knaresborough, North Yorkshire

Salary: £30,000.00 - £35,000.00

Procurement Manager, reporting to Commercial Manager

The primary role of the Procurement Manager will be to provide oversight and guidance to the business to ensure NM Group's procurement processes and procedures are maintained through the procurement cycle.

Ensure that NM Group obtains the quality products and services, at the right time and for competitive prices. Support department managers in maintaining budget overview and maximising of opportunities to reduce costs through supplier contract management and global sourcing arrangements available via the wider Trimble organisation

Key Duties and Responsibilities:

- Liaises with key company employees to determine their product and service needs
- Monitor business trends and product availability
- Negotiate best price for company goods and services without sacrificing quality or delivery times
- Nurture relationships with suppliers
- Identifies and researches potential new suppliers
- Researches new products and services to meet company's goals
- Assesses & reports total costs of company purchases
- Develops and implements strategies for procuring goods or services more cost effectively
- Oversees and supports departmental managers in all aspects of the procurement process
- Responsible for all supplier agreements including administration of contract terms and conditions and raising purchase orders
- Review and administer ways to improve internal procurement and buying of services, including but not limited to:
 - Supplier registration and vendor approval processes
 - Vendor benchmarking (with regional considerations)
 - Working at all times with the company stakeholders to ensure clarity and compliance across the business
- Working with our legal counsel and commercial manager to prepare supplier agreements
- Assisting in the identification of commercial opportunities throughout the project lifecycle
- Advising and administering process & procedure modifications and changes as business needs change

- Attending, chairing and setting agendas for internal and external meetings (as required), including maintaining accurate records of actions, decisions and key commercial outcomes and communicating these to the wider business as required.
- To process requisitions from internal customers across the NM Group businesses, obtain any necessary quotations from suppliers, resolve queries with internal customers as appropriate, and place orders with suppliers for goods and services in accordance with NM groups Procurement Rules.
- To assist the commercial Manager with the collation and provision of management statistics detailing value, volume, turn-around times, performance levels and savings achieved etc.
- To perform other tasks as may be required by the business under the direction of your line manager

Essential Skills:

- Proven experience in similar roles
- Understand the role of contract management and how to negotiate
- Understand issues and benefits of collaboration
- Demonstrate authority, drive and strong commitment to the program
- Strong attention to detail, provide pragmatic solutions for consideration within sourcing and transition strategies.
- Work effectively with remote team members who may be based either out in the field or in different geographic locations (NM Group works across North America and Australia) so out of hours' meetings may be required from time-to-time

Qualification

- CIPS Level 3 or above
- Degree level educated (desirable but not essential) we're looking for experience, drive and motivation