**Job description**

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| **Position** |
| Job title | **Procurement Manager**  |
| Department Name | Procurement Department, Supply Chain  |
| Reporting to  | Global Head of Procurement  |
| Workplace | Melmerby -UK  |

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| **Description** |
| **Overall Purpose** | AB Neo Procurement Team is responsible for managing a core set of strategic partnerships, and raw material suppliers, along with contract manufacturing and packaging. AB Neo is a dynamic business with significant growth ambitions. Reporting to Global Head of Procurement with strategic group responsibilities for 4 sites, there is room for both global and local Procurement activities in this developing role. A solid understanding of the UK markets, and the local commodity markets, for both Procurement practises and general business activities is required. Close alignment with business partners is critical to ensure the Supply Chain is both fit for purpose today and optimised for the future. The local team is responsible for sourcing and approving sources of supply of raw materials and commodity materials to the company, working alongside relevant stakeholders to ensure this is achieved. The local team ensures the continuity of production through the supply of raw materials and materials, and the delivery of finished products to customers. It minimises the impact of working capital by managing stocks of raw materials and finished products. The team is responsible for Supplier Relationship Management, Category Management to work to the wider AB Agri and ABF processes and standards. |
| Responsibilities | * To provide analysis of domestic and foreign supply markets in order to assess and secure competitive new sources of supply to mitigate risk and maintain high quality standards.
* Responsible for the Procurement process of Raw Materials, Additives, Packaging and Contract Manufacture.
* Alignment with the QUESH and Technical Departments to ensure adherence to the AB Neo and AG Agri process of selection and qualification of new suppliers for products, services and technologies.
* Managing the current portfolio of suppliers, ensuring effective Supplier Performance Management, and conducting periodic assessment of key suppliers.
* Enabling use of appropriate E-Procurement tools for best practise tender process & bid analysis.
* Development of relevant and optimum KPIS / dashboards for monthly reporting to the SLT to illustrate Procurement Activity
* Conducting negotiations of prices of raw materials and materials, including packaging, with suppliers.
* Utilising TCO (“Total Cost of Ownership”) principles – understanding & controlling the related costs and impacts of replenishing raw materials in the Supply Chain.
* Implementing Best Practise Stock management and supplier control principles, including Supplier performance control, stock aging, expiration dates, turnover per category, creditor days to maximise working capital.
* Driving cost reduction and increased service delivery in an ethical and sustainable manner.
* Ensuring the continuity of the production process by planning the supply of raw materials and materials based on the Sales and Operations planning/ Monthly forecast incorporating consumption analysis, production needs, stock levels of raw materials and finished products.
* Providing Purchase orders and suitable trading terms for raw materials and materials, including optimising payment terms.
* Controlling risk mitigation checks on suppliers, conducting ongoing communication with suppliers, ensuring supervision for the execution of orders and deliveries.
* Providing reports as required and maintaining records.
* Ensuring payment of invoices to agreed terms and managing disputes if they arise. Also optimising working capital with relevant payment terms.
* Managing transport of raw materials and goods in accordance with the company's policy.
* Optimizing stocks of raw materials and finished products and working with the Warehousing department.
* Ensuring team adheres to company health and safety regulations.
* Identifying Global Best Practise and leverage opportunities for the Neo Group.
* Managing Team by ensuring appropriate division of duties, conducting employee assessments, reviews, development planning, etc.
* Manging/ supporting projects when required.
* Attending ABF/ ABAgri workstreams as and when required
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| **Internal stakeholder Engagement / Key Relationships**  | - Sales- Customer Service and Administration- Product Development Department- Quality Assurance and Control Department- Production Department- Warehouse Management Department- Finance Department- HR Department- Global Supply Chain Team  |

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| **Personal Profile/ Knowledge, any formal qualifications and necessary key areas of knowledge or experience**  |  |
| **Essential**  | **Desirable**  |
| 5 years minimum experience in end-to-end procurement process, ideally including category management and use of e sourcing tools and Supplier Management / analytics  | Degree or equivalent  |
| Experience of negotiating contracts and good commercial acumen, high levels of emotional intelligence. Excellent communication and influencing skills across functional, geographical, and organisational boundaries | Experience of managing commodities and commodity markets  |
| Excellent IT skills & ability to communicate & participate in English  | Use of E procurement tools and implementing business change  |
| Good analytical skills and negotiation skills both with stakeholders, suppliers and across the wider business group. Strong attention to detail and able to establish positions of strength from which to negotiate. Strong Leadership skills essential: tenacity and growth mindset also required.  | Desire to achieve best practise, continually learn and implement CI initiatives to eliminate waste (time and effort)  |
| Hybrid Working can be accommodated, however site presence in the office will be required 4 days a week, as stakeholder management is a key part of the success of the role. | Some travel to supplier visits is required from time to time. |
| Flexible, adaptable, and capable of managing multiple priorities and projects simultaneously, also great Team Player. Good Data driven skills, capable of defining KPIs/and developing dashboards for management control and reporting.  | Experience in developing, maintaining and managing credible and beneficial stakeholder relationships  |