

Job Overview:

Procurement Manager

Job Title: Procurement Manager	Location: London – Kings Cross	Company: Gratte Brothers Group
Reporting to: Estimating & Procurement Director	Responsible For: Supply Chan Department Purchasing Department	Key Stakeholders: Accounts Department Engineering Department Estimating Department HR Department HSEQ Department Surveying Department Suppliers & Subcontractors

Job Purpose:

We are seeking an experienced and dynamic Procurement Manager to join our team. This role is crucial in ensuring the efficient and effective management of our supply chain operations and procurement processes. The ideal candidate will have a strong background in managing teams and procurement activities, demonstrating a proven history of optimising supply chain efficiency, reducing costs, and improving overall operational performance.

Travelling will be required to visit sites, suppliers, and other company locations including Supply Chain Partner Premises, and Wholesalers.

Key Areas of Responsibility:

- Lead, mentor, and develop a high-performing supply chain and purchasing team.
- Foster a collaborative and positive team environment, encouraging professional growth and development.
- Set clear performance objectives and conduct regular performance evaluations (KPI's).
- Develop and implement procurement strategies to ensure the timely and cost-effective acquisition of goods and services.
- Oversee the entire supply chain process, from sourcing and procurement to logistics and delivery.
- Develop and maintain key relationships with the principles of supply chain partners.
- Manage the selection and invitation of new supply chain partners.
- Management of current Supply Chain Database
- Ensure quarterly vendor scoring is conducted.
- Liaison with Estimating and Commercial Department to ensure sub -contractor selection and compliancy.
- Review and update Procurement and Purchasing QA Procedures.
- Ensure Sub-contractor compliance with Clients / Employers Requirements.
- Oversee Supply Chain with 3rd Party Audits.
- Ensure Submission of required reports / statistics to internal key stakeholders.
- Responsible for purchasing department delivery for Gratte Brothers Group.
- Manage the updating of the sub-contractor procurement strategy.
- Assist in negotiations with sub-contractors prior to order.
- Ensure Invoice Queries are closed out in a timely manner.

- To purchase all materials and equipment required for the Company's Contracts to achieve best value and in accordance with the targets set.
- Negotiate with all manufacturers and suppliers to obtain the maximum beneficial terms and discounts available.
- Review, maintain and update on an annual basis the company agreed re-bate scheme along with managing the third-party rebate agreements.
- To arrange deliveries to / from 3rd parties' premises to site location and manage returns of any surplus, incorrectly or faulty materials.
- Monitor and report market trends.
- Explore Alternative sources for goods and materials as required.
- To ensure we have current and up-to-date knowledge, on any changes that may affect the supply and demand of required products and materials and advise of potential impact.
- In accordance with the requirements detailed on the requisition forms, obtain from the best source and place orders for the materials or services required for any particular contract and in compliance with the contract specification and or schedules.
- Ensure purchases are made to give the maximum benefit to the Company including final negotiations to obtain improved buying terms for major plant and equipment.
- Ensure as far as possible that all delivery dates are met.
- Ensure that all orders are sent out within an acceptable period and are accurate and complete in accordance with Company Procedures.
- Ensure that all records are correctly stored in line with the Company Requirements.
- Review and update Gratte Brothers Group Sub-Contract and purchasing terms and conditions as required.

*This is a broad overview of the position and does not encompass all aspects of the role.
Gratte Brothers are an equal opportunities employer and welcome applications from all.*

Knowledge & Experience:

- Minimum of 6-7 years of experience in supply chain management and procurement, with at least 4 years in a leadership role.
- Proven experience in managing and developing teams.

Attributes & Skills:

- Strong negotiation and contract management skills.
- Excellent analytical and problem-solving abilities.
- Proficient in supply chain management software and tools.
- Exceptional communication and interpersonal skills.
- Ability to work in a fast-paced and dynamic environment.
- Strong organisational and project management skills.

Qualifications:

- Bachelor's degree in supply chain management, Business Administration, or a related field is preferred.
- Certification in Supply Chain Management (e.g., CSCP, CPSM).