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| **Position Title:** | National Procurement Manager |
| **Reports to:** | General Manager, Sales & Procurement |
| **Direct Reports:** | Procurement Specialists, Procurement Coordinators |
| **Financial Delegations:** | N/A |
| **Division:** | Signet | **Dept:** | Procurement |
| **Location:** | TBA | **Creation Date:** | 25/03/2022 |

# Company Overview

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| Brief summary of company: | Signet is always the best place to look for packaging, safety and cleaning supplies. As a company we are passionate about providing the best service both internally and externally, and this is a key point of difference for Signet in the marketplace. We are passionate about Operational Excellence and have set ourselves a goal to be the world’s best at Direct and Database Marketing. Ultimately we will deliver to our customers an Unmatched Low Cost Customer Service Experience - Always. Our brand promise is to be - Always in stock. Always on time. Always reliable. |
| Mission Statement: | To be the first place industry looks for their packaging and safety supplies – Always. |
| Group Core Values: | Honour, Change for Strength, Diligence, Ownership and Commitment |

# Position Overview & Organisational Requirements

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| **Position Summary:** The National Procurement Manager will lead and direct the sourcing and purchasing of all trade goods and services for the Signet organisation. Reporting to the General Manager, Sales & Procurement, the National Procurement Manager is responsible for identifying potential supplier sources, conducting interviews with potential vendors, maintaining product quality, negotiating favourable supplier agreements and managing supplier and vendor contracts. The National Procurement Manager will focus on COGS reductions, and other mechanisms to assist Signet in the maintenance and improvement of overall Gross Profit.**Organisational Requirements:*** All positions within the Winson Group will always support the achievement of our Mission.
* When dealing with our colleagues, customers and the community, all employees should always act in accordance with the company’s stated values, customs and practices.
* Employees are always required to comply with all relevant legislation, laws, regulations, standards, codes and the Group’s policies and procedures.
* Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.
* Display behaviours consistent with the stated Winson Values
* Employees have the right to refuse to carry out or stop unsafe work, if there is a reasonable concern that the work will expose a serious risk to health and safety from an immediate or imminent hazard. If work is stopped because it is unsafe, management must be advised as soon as possible. Whilst the matter is being resolved alternative work is to be carried out, including doing other tasks trained or able to do.
* Display behaviours consistent with the Great Safety Behaviours Matrix.
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# Key Responsibilities

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| **Leadership & People Management*** Be an active member within the Management Team
* Lead a high-performance procurement culture
* Lead a culture of safety in line with the organisational strategies
* Develop and retain a team who demonstrates high levels of technical and professional expertise and commitment to Signet’s vision, mission and values
* Manage, guide and mentor staff to ensure all key deliverables are achieved on time
* Ensure your team received adequate ongoing training to meet role requirements (allocated modules, ongoing product and sales training)
* Conduct feedback and coaching sessions, and provide support to direct reports
* Optimise employee performance through setting clear performance expectations and conducting objective and regular performance reviews

**Strategy & Planning*** Alongside key stakeholders, develop procurement plans and activities that are innovative, cost-effective, and in alignment with Signet’s strategic objectives
* Support company and business unit objectives through key client and prospect engagement.
* Identify reliable suppliers and vendors to meet critical business needs (including, but not limited to, quality, value-add, innovation, reliability, and value for money)
* Support the Product Strategy, Sales and Marketing teams in sourcing and introducing new products and categories
* Alongside stakeholders, control the procurement budget and promote a culture of quality, ethical supply, COGS savings, and continuous improvement
* Create and implement strategies for moving products out of problematic trade markets

**Cost of Goods Sold (COGS) & Value-Add*** Ensure the sourcing and purchasing all trade goods and services for the Signet organisation
* Research opportunities for cost of goods reduction across new and existing vendor channels
* Negotiate with existing and new suppliers and vendors to secure advantageous terms
* Review existing contracts with suppliers and vendors to ensure on-going feasibility of performance, price, delivery, and quality
* Identify additional opportunities for value-add such as reciprocal business and vendor rebate structures

**Quality, Ethics, Sustainability, & Vendor Management*** Ensure the maintenance of set standards of product quality
* Build and maintain long-term relationships with contract customers, vendors, and suppliers
* Complete regular vendor and supplier audits to maintain agreed standards of supply, quality, ethics, price, sustainability, innovation, and delivery
* Perform risk assessments on potential contracts and agreements
* Maintain a focus of sustainability in sourcing options
* Complete annual vendor activity statements (F2F when appropriate)

**Systems, Inventory Management, and Reporting*** Implement and maintain best practice procurement systems
* Research and implement mechanism to improve procurement operations
* Maintain high attention to detail and accuracy in pricing data
* Assist in the development of accurate procurement reporting and insight tools
* Alongside supply and sales teams, manage inventory for input components. Action shortages with suppliers and internal stakeholders as required
* Prepare monthly procurement reports summarising activities, and planned initiatives
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# Key Competencies/Experience

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| **Key Competencies*** Superb communication, interpersonal and leadership skills
* Outstanding, and proven negotiation skills
* In-depth knowledge of contracts, invoicing, and negotiation terms
* Problem solver with strong analytical skills
* Exceptional organisational and time management skills
* Excellent customer service skills

**Experience*** Minimum five years’ experience in a formal procurement leadership role
* Experience in commercial sourcing and purchasing from local and overseas suppliers
* Experience in a manufacturing/industrial environment
* Exposure to an ERP system, Microsoft BC and Microsoft Power BI highly regarded
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# Key Performance Indicators

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| * Achieve set COGS reduction targets
* Meet business Gross Profit targets
* Complete product reviews within product groups
* Within product group ensure all BTD are completed within 48 hours
* Full compliance to Signet’s documented supply and trade standards
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# Qualifications

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| * Tertiary qualifications in business, commerce, procurement or a related discipline
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# Mandatory Criteria

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| * Current Drivers License
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# Specific Requirements of the Position

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| * May require occasion interstate and international travel
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# Key Stakeholders

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| **Internal*** Signet Marketing Team
* Signet Sales Team
* Signet Supply and Operations Team
* Signet Warehousing Team
* Signet CX Team

**External** * Suppliers of Goods
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# Authorisation

# Please sign to confirm that this Position Description has been discussed by both parties.

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| --- | --- | --- | --- |
| Employee Name & Signature |  | Date |  |
| Manager Name & Signature |  | Date |  |

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| **Date** | **Reviewed By** | **Comment** |
| 25/3/2022 | James Poulsen | New Position Description |
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