

## JOB DESCRIPTION

**Job Title:** Group Category Manager – Ancillaries(Onsite/Remote)

**Department:** Group Purchasing Department

**Vacancy Code:** AG03

### Requirement Overview

The purpose of this role is to manage Group Direct Material spend across various OEM suppliers, commodities, components, and assemblies with respect to quality, cost, and delivery. In addition, the business requires leadership in achieving the lowest total cost of ownership through negotiations, value engineering and Low-Cost Country sourcing when necessary.

The performance of the successful individual in role is defined and measured by goals and behaviours which give purchase price cost reduction / on time delivery/ short lead-times / best in class quality performance, and payment term improvements

They will also as required deputise for the Group Purchasing Manager, and have the ability and willingness to travel occasionally at short notice

The role can be remote working ( though a requirement to attend an agreed minimum of monthly site meetings.)

### Role and Responsibilities:

- 1) Building and driving relationships with key suppliers to improve pricing and quality of services.
- 2) Placing appropriate orders to ensure supply meets demand and ensuring customer requirements are met on time and in full.
- 3) Develop ideas and strategies to improve operational efficiency, add value, aid business performance and work towards a strategy of continuous improvement.
- 4) Benchmarking activities in: Low-Cost Country Sourcing, Direct Material spend, Supplier Tier 1 to Tier 3 leverage and consolidation opportunities, identifying market trends, supply trends.
- 5) Benchmarking activities covering categories, sites, products and suppliers
- 6) Lead the supplier selection and nomination process
- 7) Negotiate contracts, improved pricing, and terms of business with suppliers and review opportunities to make business savings, utilising negotiation and procurement best practice tools and methods.
- 8) Monitor supplier's performance (cost, quality, delivery).
- 9) Assess and evaluate suppliers and undertake performance reviews to ensure contract compliance and manage performance improvement activities.
- 10) Maintain all system parameters for suppliers and parts
- 11) Develop creative and innovative procurement processes
- 12) Provide metrics of the Group spend
- 13) Identify new opportunities for business improvement

## **Person Specification**

- 1) As the Category Manager for the group, you will need to have strong commercial experience gained in either working in a commercial category management or sales / customer facing role, where you have been responsible for decision making under your own initiative.
- 2) The breadth of the role encompasses key supplier trading relationships and requires someone with strong applied analytical skills using data to drive decisions, with the ability to shape and execute the commercial strategy. You will have direct responsibility for forging strong and credible relationships with suppliers, so having a collaborative and engaging style is necessary.
- 3) Experience of working within a fast-paced group environment is preferred, as the role requires exceptional communication and influencing skills engaging with a diverse range of stakeholders both internally across the group and externally too.
- 4) A strong background in contractual and commercial negotiation with a history managing a supplier base to achieve commercial objectives
- 5) Demonstrable experience in successfully managing supplier base performance through KPI's
- 6) The individual will have strong influencing skills and be able to engage with stakeholders at all levels.
- 7) Managing commodities and mitigating the risks within the market whilst running additional, effective sourcing campaigns is critical.
- 8) The role is complex in nature and dynamic, the incumbent will be highly capable of understanding market volatility, supply chain dynamics, organisational capability, risk management and integrating all the distinct roles within the company.

## **Requirements**

- 1) CIPS qualified or equivalent with exceptional negotiation skills
- 2) Degree educated (engineering, science, business admin) or equivalent combination of education and work experience
- 3) GCSE or above in Mathematics or to a demonstrable equivalent standard: Essential
- 4) GCSE or above in English or to a demonstrable equivalent standard: Essential

## **Experience**

- 1) Demonstrable history of volume buying with complex supplier bases and the benefits realised: Essential
- 2) Strong evidence and experience collaborating with suppliers located in low-cost countries: Essential
- 3) Purchasing or sourcing experience at an OEM or Tier 1 supplier to an OEM: Desirable
- 4) Are a skilled user of ERP systems and planning systems preferably SAP and AX2012: Desirable
- 5) S&OP experience: Desirable

  
**Emtelle Head Office**  
Haughhead, Hawick, TD9 8LF  
UK

  
**+ 44 (0) 1450 364 000**

  
**info@emtelle.com**

  
**www.emtelle.com**

- 6) A strong working knowledge of world class procurement techniques that are innovative is required to enable the business to implement a best-in-class procurement function: Essential
- 7) A manufacturing background would be highly advantageous but incumbents who can demonstrate success in a similar role in other industries will be considered: Desirable
- 8) Strong user of MS Office, especially Excel and PowerPoint: Essential

### **Skills**

- 1) Analytical, problem solving, and project leadership skills: Essential
- 2) Effective communicator, written and verbal: Essential
- 3) Well-developed people skills are required in dealing with sensitive issues, developing others, and reaching consensus on specific actions: Essential
- 4) Results driven, self-confident individual with an ability to influence peers and superiors: Essential
- 5) Strong character and customer facing/people skills
- 6) Consistent drive and energy, positive attitude: Essential
- 7) Flexible work ethic: Essential
- 8) Personable, open and honest with absolute personal integrity: Essential
- 9) Self-directing and able to work under pressure to achieve problem resolutions: Essential
- 10) Strong influencing and negotiating skills: Essential
- 11) Energy, drive and tenacity: Essential
- 12) An initiative-taker, able to take the initiative and drive performance improvement: Essential
- 13) Sense of urgency in completing tasking to required targets in terms of output quality and time: Essential
- 14) Ability to work as part of a team: Essential



**Emtelle Head Office**  
Haughhead, Hawick, TD9 8LF  
UK



+ 44 (0) 1450 364 000



[info@emtelle.com](mailto:info@emtelle.com)



[www.emtelle.com](http://www.emtelle.com)