

Procurement Manager

Job Description 2020

Role Purpose:

Providing focused procurement resource to save money for franchisees by group buying on identified product lines.

The role is full-time, 37 hours per week.

Reporting to the Operations Manager

Key Activities:

1. Interaction with Downland franchisees

Regularly communication with franchisees throughout the group by phone or face to face. Uncover product needs which lend themselves to group buying. Influence franchisees to be involved with group buying exercises and the benefits thereof.

2. Procurement strategy

Along with the CEO and Operations Manager build and implement strategies for procuring, storing and distributing goods or services centrally negotiated and maintaining availability of afore mentioned.

3. Support Downland HQ

Communicate well with all Downland head office staff to ensure they are aware of projects ongoing and details of. Approximately twenty percent of the time may be required to help with regular cross functional activities within the head office. This could be, but not limited to, creative or administrative.

4. Financial

Ensure all transactions employed are viable and safeguard the finances of Downland and its franchisees. Build a solid business case for each sourcing project.

5. Network

The role involves extensive travel to research, identify and develop relationships with suitable high quality reliable suppliers to Downland Marketing. For continuity of trading relationships the role requires a person of high business ethics who has the ability to mature close

strategic alliances with suitable suppliers. Strong negotiation skills are required, while conducting such activities in a fair way. Confidentiality in all dealings is key.

6. Administrative

Excellent detailed records should be kept of all activities. Successful projects should be concluded with comprehensive contracts which safeguard both Downland and its franchisees.