

## Job Description

TITLE:	Procurement Manager
REPORTING TO:	Head of Operations & compliance
DEPARTMENT:	Procurement

### PURPOSE OF THE ROLE

To lead the procurement team and processes within the organisation. The primary responsibility is to ensure that the organisation acquires the good, services and materials it requires at the right time, at the right quality, at the right cost and from an approved, sustainable, and responsible supply chain. This shall be achieved through:

- Identify potential suppliers, evaluating capabilities, lead the negotiation of contracts and establishing strategic relationships in line with the Supplier Code of Conduct requirements.
- Work closely with technical teams to understand product specifications and requirements, ensuring the procurement process meets technical standards.
- Identification of and management of obsolescence issues to ensure security of supply.
- Measure supplier performance against key performance indicators.
- Trend Analysis: Monitor market trends, supplier issues, and market suppliers. Report findings to senior management and make recommendations.
- Ensuring suitable supply schedules and contractual agreements are in place with all current suppliers to safeguard continuity of supply.
- Create NDA's for required suppliers
- Supporting the RFQ processes for bids, evaluating costs, risks and opportunities and providing input to the RFQ decision making process.
- Maintain a balanced inventory within the overall financial limits.
- Identify cost reduction opportunities (goods and services) and establish cost reduction targets.
- Manage supplier visits where required.
- Prioritising safety in the workplace to ensure all safety procedures and processes are followed and that a Safety culture exists within the team.
- Interface with the operations team in order to support the generation of production plans in line with customer requirements and supplier commitments.
- Following internal processes and procedures as per the IMS whilst constantly assessing and refining procurement processes to enhance efficiency and effectiveness.
- Use Business Central as appropriate and identify opportunity for further automation.
- Manage HR of team including approval of holidays, return to work interviews, and disciplinary matters.
  - Monitoring and reviewing the performance of staff and organize necessary interventions for improvement using 1 – 2 – 1 process.
  - Developing and reviewing of Skills Matrix for team members.

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### KEY WORKING RELATIONSHIPS:

The Procurement Manager shall work closely with all functions of the organisation to resolve problems and remove roadblocks to ensure deliverables are achieved and should actively contribute to improvements in line with:

- a. The business mission and vision as set out in our strategic objectives
- b. Company values:

The Procurement Manager should be looking to cultivate strong working relationship the supply chain and within P JL in line with Petard SPIRIT values.

- **Safety:** Ensure that the supply chain is sustainable and promotes a Health and Safety culture within the workplace. Safety is at the heart of all we do.
- **Partnership:** Develop long term relationships with suppliers, team members, and support functions within the organisation through communication, respect, and trust.
- **Innovation:** Be aware of global and commodity changes in the landscape and offer alternative solutions where practical.
- **Responsive:** Deliver on actions and commitments within the agreed timeframes.
- **Integrity:** Be responsible, considerate, and fair in actions and interactions.
- **Talent:** Proactively identify and feedback what development and skills can be cultivated that will allow you and your team to offer a service to the customer that will exceed expectations and achieve personal development goals.

### EXPERIENCE / KNOWLEDGE

The Procurement Manager should possess extensive and demonstrable experience in strategic sourcing, supplier relationship management, contract negotiation, and cost analysis. This includes the ability to develop and implement sourcing strategies that drive value, mitigate risk, and ensure continuity of supply. A comprehensive understanding of market dynamics, particularly within the electronics and printed circuit board (PCB) commodity sectors, is essential, along with a proven track record of delivering results in these areas.

The ideal candidate will exhibit strong commercial acumen and analytical skills, enabling them to make data-driven decisions that support operational and financial performance. They should also bring a depth of experience in sustainable and ethical sourcing practices, with a commitment to ensuring compliance with environmental, social, and governance (ESG) standards throughout the supply chain.

In addition to technical expertise, the Procurement Manager must be an effective leader with the ability to inspire and develop a small but high-performing procurement team. This includes setting clear objectives, fostering cross-functional collaboration, and driving continuous improvement to support both departmental and wider business goals.

### QUALIFICATIONS

For this role relevant and demonstrative experience will be considered along with formal qualifications:

- Bachelor's degree in business administration, Supply Chain Management, Engineering, or a related field.
- 10+ years of experience in procurement, especially in a technical environment or industry.

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### SKILLS ATTRIBUTES

**Essential:**

- Ability to demonstrate strong interpersonal skills with a proven record of achieving targets such as cost reductions and improving supplier/vendor relationships.
- Effective decision-making skills based on a sound understanding of corporate social responsibility in our strategic markets, and how these decisions can have an effect on a macro and micro environmental level.
- Strong leadership skills to effectively guide and motivate the procurement team to achieve goals.
- Strong communicator both verbally and in writing to give instructions, offer feedback and liaise with other departments and the supply chain.
- Strong time management, planning and organisational skills to develop supplier delivery schedules in line with production needs.
- Communicate Quality standards, Quality Assurance and Quality Control measures to supply chain.
- Work collaboratively with different teams to foster a positive work environment and encourage teamwork to achieve common goals.
- Experience of PCB and Electronic component procurement.

### SPECIFIC RESPONSIBILITIES

Specific responsibilities include:

- Duties as outlined in the above role description.
- Such other duties as Petards may from time to time reasonably require.
- Availability to travel both nationally and internationally as the role may require