

The Company

Goodridge is the world's leading manufacturer of performance fluid transfer systems. We operate in the OEM, automotive, motorcycle, motorsport, defence and specialist industrial sectors. This dynamic private company manufactures in ten facilities globally and supplies customers around the world with a unique combination of design, innovation, reliability and outstanding service. Goodridge has a turnover of over £35m and operates globally with manufacturing and distribution operations in the UK, USA, Mexico and Europe, employing more than 300 people worldwide.

The Role

To act as Procurement Manager EMEA&A in a Global Automotive, Retail and Motorsport Manufacturer of Fluid Transfer Systems and associated products.

Key Responsibilities

The company has a wide range of customer specific requirements within the OEM, aftermarket and motorsport divisions. The post holder is required to manage the Purchasing Department to enable and ensure an effective supply chain. To build and lead a department that delivers a service to the company ensuring that products are purchased to meet the production plan, cost, quality and delivery requirements and to identify opportunities to reduce business risk and achieve cost reductions. Lead activities to improve the overall effectiveness of the company's supply-base and supply chain. Identify and develop strong relationships with existing and new supply partners to provide the business with a secure and competitive group of suppliers for various commodity groups.

The successful candidate must be able to:-

- Conduct research to ascertain the best suppliers in terms of best value, delivery schedules and quality.
- Liaise between suppliers, manufacturers, relevant internal departments and customers.
- Carry out effective management and reporting of key supply issues.
- Identifying potential suppliers, visiting existing suppliers, and maintaining good relationships with them.
- Uphold all Company procedures in respect of working, quality and health and safety practices.
- Ensure all documentation is completed fully within a timely, accurate and concise manner.
- Negotiate and agree contracts, monitoring their progress, checking the quality of service provided.
- Process payments and invoices.
- Keep contract files updated.
- Forecasting price trends and their impact on future activities.
- Give presentations about market analysis and changes.
- Develop the organisations Purchasing strategy.
- Produce reports and statistics using computer software.
- Evaluating bids and making recommendations based on commercial (and technical) factors.
- Delivering to suppliers our business objectives.
- Attending meetings and trade shows.
- Training and supervising the work of other members of your staff.
- Support continuous improvement programs within the business.

Performance standards

The ideal candidate will be professional both internally and externally; constantly striving to improve efficiencies within the Purchasing department.

Excellent standards of communication, initiative and relations with all other departments are achieved.

The position holder understands and then carries out plans and objectives agreed with their line Manager.

A satisfactory performance is reached to maximize work output.

Always working towards scoring above and beyond customer expectations internally and externally.

The professional standards set out by the company are practiced at all times.

Experience

Experience of purchasing, supply management, logistics, manufacturing and engineering role would be advantageous.

Education

Good level education in Math's and English.
Degree educated
CIPS qualified.

Work Status

Full Time

Travel

This position may require some travel.

Reporting

This person will operationally and functionally report to the Chief Executive EMEA&A.

Additional Information.

This role is subject to flexible working hours to suit the requirements of the Company. This role may be developed/ changed as and when necessary to take into account changes within the organisation in line with the Company's goals, objectives and contractual and legal obligations.

Person Specification

Skill/Expertise	Criteria
Skills	
Knowledge of Fluid Transfer Systems would be advantageous.	D
Good computer skills in Microsoft Word and Excel.	E
Have a keen attention to detail and high levels of accuracy.	E
Experience in purchasing.	E
Experience in supply management.	E
Experience in managing logistics.	E
Experience in manufacturing and/ or engineering.	E
Key responsibilities	
To develop, manage, revise and implement strategies to create the most cost effective, efficient delivery of materials, products and services whilst maintaining the highest standards of quality and control.	E
To proactively develop and support the Purchasing Team on delivering Purchasing Goals for the businesses and local goals and objectives.	E
To manage the Purchasing team to ensure that business objectives are met and best practices achieved.	E
To ensure that the Purchasing team have the tools for the function and are adequately trained to carry out their responsibilities inclusive of monthly reporting to EMEA&A Management.	E
To ensure that the performance of purchasing activities is high and effective, allowing world-class supply chains to be developed.	E
To support and work with the Purchasing and Supply Chain Manager in the Americas.	E
To build and maintain strong and effective supplier relationships to ensure continuous high standard delivery of quality and cost effective products.	E
Managing relationships with suppliers, ensuring they have appropriate business plans that support our client's cost, technology and continuous improvement requirements.	E

To identify and develop new sources of supply to promote competition and safeguard capacity.	E
To develop supplier globally, and in some cases produce a commodity sourcing plan. (Hose ¹ and fittings ² .)	E
To lead key negotiations with suppliers to ensure the most advantageous contract terms and conditions to the business are obtained.	E
To build a YOY cost reduction plan.	E
To take action and support activity where supplier performance falls below acceptable standards	E
To effectively forecast, plan, award and support the management of supply and service contracts.	E
To fully understand spend profiles.	E
To identify, develop and achieve year on year continuous improvement targets.	E
To implement purchasing roles and approval processes within the purchasing team.	E
Performance standards	E
Be professional internally and externally.	E
Constantly strive to improve efficiencies.	E
Reporting to be legible, illuminating, professional and data driven.	E
Experience	
Experience of purchasing, supply management, logistics, manufacturing and engineering would be advantageous.	D
10+ years' experience in the automotive industry.	E
Proven managerial experience in a similar role.	E
Strong commercial and financial acumen.	E
Advanced negotiation, communication, influencing and presentation skills.	
Contracts management experience.	E
Ability to demonstrate strong leadership, man-management, motivation, delegation and decision making skills.	E
Experience working in a multi-functional department.	E
Education	
Good level education in Math's and English.	E
Degree educated	E
CIPS qualified.	E
General	
This role is subject to standard working hours however some flexibility may be required.	E