



VACANCY NOTICE

"We aim to recruit for attitude & train for skill in line with our Sertec People Philosophy and accelerator behaviours."

Job Title:	Head of Procurement
Job Family:	Procurement
Sertec Site:	Sertec Corporation Ltd – Wincaster House
Hours:	Full time, day shift
Reporting To:	Group Commercial and Procurement Director

Main Purpose of The Position:

- Lead the development and execution of Procurement's objectives in line with Company KPIs and strategy.
- Support and drive cross-functional sourcing for direct and indirect procurement to strict targets.
- Develop and implement procurement processes improvements.
- Support and develop team members building a strong and efficient team.
- Lead the coordination, escalation, and resolution for identified supply risks.
- Report to the Board on a regular basis.

Core Duties:

- Lead Sertec's group procurement department covering all direct and indirect commodities.
- Play an instrumental role in enabling the function to achieve, or ideally exceed, its business objectives, through defining structure and governance.
- Lead, coach, and mentor, to form an efficient and motivated team. Deliver short, medium, and long-term goals based on Sertec overall strategic direction, ensuring that the team are fully mobilised and focused on required deliverables.
- Ensure deployment of commodity strategies on all major direct and indirect categories.
- Lead, promote and build good supplier relationships to support achievement of objectives. Create Supplier strategies to build long term relationships at a high level and use of Supplier Relationship Management.

- Optimise supplier performance with a clear strategy utilising the STA and purchasing teams.
- Develop and maintain strong relationships with Sertec manufacturing plants.
- Develop clear plans with the team and stakeholders to deliver:
 - Sourcing targets below budget and on time
 - Year on year cost saving requirements
 - Cost and delivery risk mitigation plans
- Deliver and maintain ongoing contracts within company budgets and cost down requirements.
- Build relationships with key stakeholders and lead reviews to understand and deliver requirements.
- Constantly strive for process improvement opportunities both internally, within Procurement and the wider business, and externally within the Supplier base, focusing on business 'Best Practice' initiatives.
- Liaise closely with Finance to ensure targets and results are totally aligned to those reported at a corporate level.
- Any other ad hoc duties as required

Minimum Requirement for Role Attainment:

- Previous Procurement experience is required.
- Evidence of building strong teams
- Understanding of the strategic role of the Procurement function and evidence of developing and delivering strategy.
- Demonstrable ability to prioritise tasks through effective time management
- Excellent analytical skills
- Track record of implementing change and process improvements.
- Full driving license and be prepared to travel where their specific work responsibilities require, this may include overseas travel
- Previous experience within the Automotive industry is preferred but not essential
- Clear communication and interpersonal skills
- Educated to Degree level/ CIPS level 6 or equivalent experience



How To Apply:

Please apply for this vacancy via email attaching a CV, stating the reason you are applying and why you feel you would be suitable for this position. Please note only electronic applications will be considered and a copy of the full Job Description available upon request. Please note, if invited for an interview, please, out of courtesy, make your current line manager aware.

This can be sent to: tracey.smith@sertec.co.uk

Closing Date:

26/03/2024

“Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome.”

Our Company Benefits:

- 10% off Anytime Fitness
- 25 days holiday plus 8 public/bank holidays
- Early finish on a Friday
- Company pension scheme
- Company Car Benefit
- Private Health Care
- Death in Service Scheme
- Employee recognition schemes
- Access to learning and development courses
- Employee Assistance Programme
- Challenging but highly rewarding career
- Loyalty days
- Shift allowance

Successful **E**mpowering **R**esponsive **T**eamwork **E**njoyment **C**ommitment