

Our clients are seeking a commercially aware **Procurement / Warehousing Planner** with proven experience to carry out a dual role as outlined below. The successful candidate will also ensure that the operations department is provided with the consumables and other stock items it requires in an efficient and timely manner. This is never more critical than when the company is planning for the forecasted promotions of our retail customers.

Primarily the right individual will make a significant difference to the bottom line by achieving major cost savings when making procurement decisions. Secondly, they will manage the Warehouse Supervisor to ensure the most cost effective utilisation of warehouse and other storage space.

### **Primary Duties and Responsibilities:**

In addition to the aspects of the role outlined above the right Procurement Planner will be able to demonstrate a track record of success in a similar role in a production environment and will take responsibility for:

- Using existing systems and ERP (to be introduced in 2010), to produce order schedules, low level stock reports, and historic and present data analysis to ensure the correct level of stock is maintained at all times.
- Monitoring the delivery performance of all suppliers and report regularly to the Operations Director.
- To negotiate all purchase prices with existing suppliers to ensure we procure the lowest cost based products that meet the criteria of the business.
- Sourcing of new alternative suppliers of required consumables / products to ensure the most competitive rates is achieved at all times.
- To propose cost reduction programmes where discussed and identified with the Operations Director.
- Implement a process where all purchased goods are checked against the purchase order and investigate discrepancies as appropriate.

### **Skill & Competency Requirements**

The successful candidate will possess the following attributes:

- A logical and systematic approach
- Excellent written and verbal communication skills
- A 'can-do' attitude when faced with challenges
- Accurate attention to detail
- Solid numeracy skills
- Proven expertise in purchasing & negotiation
- Proven credibility with customers
- Knowledge of computerised purchasing systems