FOODHALL

**JOB DESCRIPTION**

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| **TITLE:**PURCHASING MANAGER | **GROUP:** |
| **DEPARTMENT:**PURCHASING | **DIVISION:**FOODHALL |
| **REPORTS TO:**STORE MANAGER  | **SUPERVISES:**BUYERS (3)  |
| **INCUMBENT:**VACANT | **LOCATION:**HEAD OFFICE |

**PURPOSE**

Responsible for managing, organizing and supervising purchasing functions of the supermarket/restaurant; manages daily activities in purchasing to include day to day and capital projects purchases; manages contracts including administering, negotiating, reviewing, renewing, filing, and evaluating for availability, price, term, and quality of products. Coordinates bid process and ensures compliance with procurement conflict of interest policies and regulations.

## KEY FUNCTIONS

**Management:**

* Establishes with direct reports individual tasks and targets to be achieved within the designated time frames and/or cost/quality parameters.
* Prepares budget for and administers the functions of the department within approval budget.
* Appraises the extent of task achievement by and the performance and potential supervision of staff under immediate supervision.
* Prepares recommendations for job succession and career development programmes for timely and optimum staffing of the Department/Division.
* Administers other established human resource, financial, legal and corporate management policies and procedures and monitors compliance by staff with these policies and procedures.

**Operational/Technical/Professional:**

* Sets the vision and strategy for Demand Planning, Purchasing and Inventory Control to ensure a “Best-in-Class” Supply Chain Management (SCM) Program is executed to support company growth strategies and is adaptable to changing market conditions, new business opportunities, or cost reduction strategies.
* Oversee the review of and updates to supply chain practices in accordance with “Best-in-Class”, new or changing environmental policies, standards, regulations, or laws.
* Defines and ensures team delivery against key performance metrics for measurement, comparison, or evaluation of supply chain factors, such as product cost, on-time delivery, or quality.
* Develops procedures for coordination of supply chain management with other functional areas, such as Store Management, Marketing, Finance, Restaurant, or Quality Assurance.
* Directs the development of strategic relationships with key suppliers, including appraisal of supplier manufacturing ability, capacity and risk through on-site visits and measurements.
* Leads reduction of overall supply chain risk through team development of supply chain contingencies and proactive resolutions for demand/supply imbalances and disruption.
* Oversees purchasing’s negotiation of costs and terms with suppliers, vendors, or freight forwarders and the communication of results to internal customers.
* Directs the process of mapping and selecting transportation routes to maximize on-time delivery and economy.
* Oversees and directs the work of the purchasing team including training and performance management.
* Negotiates or renegotiates and administers contracts with vendors. Manages supplier and vendor contracts including administration, review, manage, file, evaluate, and analyse.
* Develops and implement purchasing and contract management instructions, policies, and procedures.
* Reviews and maintains good record of purchasing files, purchase orders and contracts to ensure its compliance with company policies and procedures and ensure the availability of documentation.
* Reviews and monitor capital purchases to ensure its compliance with company policies and procedures.
* Compiles data from variety of sources for analysing and ensuring compliance with company policies
* and procedures and monitoring of purchasing processes.
* Responds to inquiries from internal and external sources in providing information, direction, and or appropriate referrals.
* Executes other related duties as assigned.

## KEY RELATIONSHIPS

## Internal: Leadership and Management Teams, Sub Committees of the Board, All Departments.

**External:** Professional bodies, government authorities and regulatory bodies, suppliers/contractors and External Consultants.

### **PERSON SPECIFICATION**

**Education**:

* Bachelor’s degree Supply Chain Management or other relevant degree
* Certified Purchasing Manager Certification (CPM) would be a definite asset

Experience

* Five (5) years’ experience in a leadership position within a purchasing environment
* Experience in the Supermarket/Restaurant industry

**JOB COMPETENCIES:**

**Knowledge/Skills**

**Knowledge of**: Procurement Management, Supply Chain Management, Supermarket and Restaurant Operations, Purchasing policies and procedures, Vendor Management, Product Pricing, , standard forms of contracts, conditions and conventions prevalent in the transport and warehousing in the supermarket/restaurant industry, category management operating model design and implementation, strategy development, sourcing and contract management, supply chain management leading practice, strategic sourcing execution, including market and supplier analysis, category and sourcing strategy development, and contract strategy and negotiation

* Leadership
* Communication (Oral & Written)
* Problem Solving & Decision Making
* Planning and organising
* Relationship management
* Service Excellence
* Negotiation and Influence
* Microsoft Office Suite
* Technical and Professional Skills

**KEY ATTRIBUTES:**

* Attention to detail, requires being careful and thorough about details, recognising the impact of decisions
* Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks
* Ability to use applicable information technology and systems to meet work needs
* Ability to analyse and recommend improvements in purchasing, collect and interpret information, apply criteria, and make recommendations.
* Complex problem-solving skills, ability to identify complex problems and review related information to develop and evaluate options and identify solutions.
* Ability to reconcile divergent interests
* Ability to manage conflicting priorities and tensions and input to key strategic decisions
* Stakeholder and relationship management skills

**WORK ENVIRONMENT**

* This job operates in a professional office environment. This role routinely uses standard office equipment.

**PHYSICAL DEMANDS**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
* While performing the duties of this job, the employee is required to stand; be able to reach above

the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel,

walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear.

* The employee must occasionally lift or move office products and supplies, up to 50 pounds.
* Must have high manual dexterity. Must be able to reach above

**Job Description Review and Acceptance**:

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice. I understand that I am required to work shift, evenings, and weekends.

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| Version No.: | 1.0 | Approved by(General Manager) |  | Date: |
| Developed by (HR Consultant) |  | Approved by (General Manager) |  | Date: |
| Reviewed by (HR Personnel) |  | Approved by (Manager, HR) |  | Date: |
| Effective Date: |  | Approved by (General Manager) |  | Date: |
| Incumbent’s Name [Block letters]: Date Issued: |  | Employee Signature |  | Date:  |