****

**Outline Person Specification**

**Procurement – Buyer**

**Principal purpose of the role**

* You work closely with internal stakeholders to identify requirements and develop sourcing strategies to reduce costs, improve supplier performance, manage demand, and mitigate risk across Baxters Food Group European Procurement.
* You ensure strategies remain aligned with business goals over time.
* You apply your knowledge of market information, internal business objectives and spend to identify strategic options.
* You prepare and issue requests for quotes, proposal, or information for suppliers.
* You act as negotiator with suppliers on pricing, terms, quality, and service.
* You ensure the development and implementation of contractual frameworks in close cooperation with the legal department.
* You document and manage supplier expectation, deliverables and key performance metrics as required.
* You will work with suppliers to manage contract expectations, delivery, and invoicing to ensure contracts are implemented and agreed on budget.
* You manage the development and maintenance of relationships with key suppliers.
* You ensure the incorporation of procurement best practices in all procurement processes.
* You interact with internal risk and compliance groups to ensure procurement strategies address laws, regulations, and risk policies.
* You assist the wider supply chain team with maintaining appropriate levels of inventory and driving out waste, risk, and exposure.

**Main accountabilities**

1. Rules, Regulations & Procedures – Implement policies and procedures to conform to group practices. Develop if necessary, and implement safe working practices, equipment, and work environments in alignment with all appropriate regulations and best practices.
2. Continuous Improvement – Develop use of continuous improvement techniques globally to achieve operational excellence, efficiency, and differentiation from competitors. Maintain keen awareness of market needs, opportunities, and economic conditions. Drive customer and internal operational centred improvements. Ensure group consistency through best practice and communication.
3. Cultural Change – Promote positive cultural change around all sites, actively encouraging team approach, greater accountability throughout employee base and spirit of open, honest, and effective communication.
4. Best Practice – Work with the procurement team and wider business on plans to deliver best practice procedure and approach; procure to pay process, supplier negotiations and horizon scanning reporting.
5. Strategic Planning – Deliver against a clear procurement strategy to support continuous improvement and provision of an efficient service to internal customers.
6. Company Ambassador – Represent Baxters Food Group where required, presenting a professional and positive image of the business and actively.

**Key Characteristics**

* 6+ years professional working, 3+ in procurement environment.
* Experience in procurement of direct spend categories and commercial knowledge / basic contract law is a must.
* Experience in food industry is an advantage (e.g. vegetables, oils, packaging).
* Completed bachelor’s degree in business, finance, or a related field.
* Deep understanding of sourcing and business processes
* Experience of contract negotiations is required.
* You provide customer orientated solutions with good negotiation skills.
* Confident in dealing with strong operational personalities and able to challenge effectively and not merely accept information provided at face value.
* Clear ability to “see beyond the numbers” and provide insight as to why the performance was as it was and how the future performance is likely to be impacted by market conditions.
* Excellent communication skills, both written and oral – confident and effective communicator at all levels, whether informal discussion or formal presentations.
* Passion for continuous improvement - can confidently & independently lead an agenda & drive it forward.
* Advanced English, Polish is a plus.
* You are able to influence and achieve results through relationship management and team orientation.

**Location**

* Role is based at the Fochabers site. Travel will be required to any part of the group, as necessary.