Supply Chain & Procurement Lead

Job Description

Job Title: Supply Chain & Procurement Lead

Department: Finance

Reports To: Financial Controller

Location: Tobermore

Job Summary:

The Supply Chain & Procurement Lead will support the Financial Controller in developing and delivering Tobermore Concrete's strategic and operational supply chain and procurement strategy. The role is responsible for working closely with key purchasing departments (including Production, Health & Safety, Stores, Logistics and Finance) to support the sourcing and continuity of supply of the raw materials, packaging, plant spares, energy, haulage and services that underpin the manufacture of our concrete paving, walling and kerb products. The post holder will deliver operational excellence and support our cost, quality, and material flow objectives (material availability, inventory accuracy and efficient warehouse operations). This role involves supporting the Financial Controller to develop and implement procurement strategies, optimising supplier partnerships, and ensuring compliance with company policies, industry regulations and our responsible sourcing and sustainability commitments.

Responsibilities:
The following list constitutes the key tasks and duties of your post upon which your job performance will be assessed. Tasks are not in any order; therefore, the sequence which they appear should not be interpreted as indicating priority or relative importance.

Duties will include:

- Develop and implement supply chain and procurement policies, processes and best practices aligned with Tobermore Concrete's business objectives.
- Lead and support the sourcing and category management of key raw materials (such as cement, aggregates, sand, pigments and admixtures), packaging, plant spares, consumables, energy and haulage to secure continuity of supply at the best total cost.
- Manage collaborative supplier relationships and drive renegotiations to secure the best deals and rebate agreements.
- Identify opportunities for cost savings, waste reduction and process improvements across the supply chain.
- Manage the supplier relationship management process with strategic and mission-critical suppliers.
- Lead supplier evaluation, selection, approval and onboarding, including health and safety, quality and financial due diligence.
- Support the Financial Controller with cost management and controls, and assist with the budgeting, forecasting and reporting process.

- Establish supplier performance objectives and key performance indicators (KPIs), including tracking supplier delivery targets (on time and in full), minimum order quantities, quality and pricing.
- Manage contract renewals, prices and negotiate with a range of suppliers and hauliers.
- Monitor market trends, price fluctuations (including cement, energy and fuel), and supply chain risks to aid decision making, and develop contingency plans for critical materials.
- Support Tobermore Concrete's sustainability and ESG objectives by embedding responsible sourcing and lower-carbon material and transport options into purchasing decisions.
- Review and approve Purchase Orders within delegated authority.
- Coordinate with user departments, including Production, Health & Safety, Stores, Logistics and other operational departments to understand their procurement requirements.
- Track all inventory materials in all stock locations (including raw material stockpiles, silos, packaging and spares), maintaining accurate inventory records and stock management systems.
- Support and drive operational systems for maintaining optimal inventory levels to support production requirements, including establishing minimum, maximum, and reorder stock levels.
- Conduct regular inventory reconciliations, investigating variances with the warehouse, production or suppliers, and flagging them internally.
- Prevent stock shortages, excess inventory, and stock obsolescence.
- Ensure continuing compliance with legal, health, safety & environmental procedures and regulations, including safe systems of work for deliveries, goods-in and stores activities, and contractor and supplier site safety requirements.
- Carry out tasks as required by your manager and deemed within your competence.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The job description will be reviewed regularly and may be subject to change.

Employee Signature	
Date	
Manager Signature	
Date	

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Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	• Degree in supply chain management, procurement, business, engineering or a related field, or equivalent professional experience	• CIPS (Chartered Institute of Procurement & Supply), CPSM (Institute for Supply Management) or equivalent procurement certifications • Lean / continuous improvement qualification (e.g. Lean Six Sigma)
Experience	• Minimum of 5 years working in a fast-paced supply chain, procurement and logistics role • Experience of using MRP/ERP systems • Proven, progressive experience in purchasing and inventory control within a manufacturing environment • Experience of negotiating and managing supply and haulage contracts, with a track record of delivering cost savings	• Experience of dealing with UK, Irish, European and rest-of-world suppliers and procurement markets • Microsoft Navision ERP knowledge • Experience in the construction products, building materials, concrete or aggregates sector
Knowledge, Skills & Competencies	• Research skills • Negotiation and influencing skills • Strategic thinking • Strong financial analysis, proficiency in analytics and data driven decisions • Excellent commercial, contractual and legal acumen in relation to procurement activities • Supply chain risk management, including	• Understanding of responsible sourcing and supply chain carbon reduction • Knowledge of cost drivers for cement, aggregates, energy and haulage markets

	supplier and commodity risk • Problem-solving (thinking outside of the box) • Tender and contract management • Exceptional communication skills with the ability to foster strong supplier relationships and work effectively with internal teams • Continuous improvement mindset • Strong organisational skills, attention to detail and an ability to prioritise and manage a high volume of tasks and deadlines under pressure • Awareness of health, safety and environmental requirements in a manufacturing and stores environment • Ethical conduct and a high level of integrity • Ability to work autonomously, with support when needed • MS Office experience, particularly an advanced level of Microsoft Excel • Advanced reporting & presentation skills	
Physical Circumstances	• Ability to work on site in a manufacturing, yard and stores environment, wearing appropriate PPE and following site safety rule	Full and clean driving licence