**Job Title: Purchasing Manager**

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| **Role Purpose (position scope)** |
| The Purchasing Manager will work as a strategic Purchasing partner for Draken Europe. The position reports directly into the Senior Purchasing Manager and indirectly into Program Mangers & Directors. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Anna Buck |  |  |  |

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| **Key Responsibilities** |
| * Liaising with internal stakeholders to determine requirements * Sourcing and evaluating potential sources of supply in line with project requirements and business strategy * Development of Procurement strategy for Projects or Commodities * Budget Management * Co ordinating with internal stakeholders * Identification and Management of Risks and Opportunities * Continuous improvement of Supply Chain * Developing strong relationships with business stakeholders and strategic supply partners to improve business * Managing overall direction, coordination and evaluation of procurement for Projects or Categories * Developing contracts and bespoke terms and conditions * Analyse market trends, supply chain risks and opportunities to optimise procurement processes. * Identify potential cost-saving opportunities and implement cost-effective purchasing practices. * Negotiate favourable terms, conditions and prices with suppliers to secure advantageous agreements. * Ensuring integrity of commercial in confidence, security classified and export control of information * Ability to coach, mentor, motivate and supervise project team members to take positive action and accountability. |

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| **Key Deliverables** |
| * Cost savings * Risk management * Opportunity identification * Supplier relationship management through standard diary and A3 * Supplier performance improvement against- cash, price, on time delivery & quality * Support into bid team to increase P Win. * Introduction and implementation of new suppliers. |

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| **Core Skills** |
| * Experience in a Managerial Position * Negotiation Skills * Analytical Skills * Communication skills * Organisational skills * Time management * Experience in services procurement * Experience in indirect procurement * Practical Problem solving * Lean Practices * Stakeholder Management * CIPS Highly Desirable |

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| **Key Measures** |
| * Cost savings target * On time delivery * Delivery of project within agreed budget, cash, price and revenue. * Risk mitigations implemented on time as per plan |

Job Holder: Anna Buck Signed: Anna Buck

Manager: James Dicks Signed: James Dicks

Date: 24/07/2025