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Job Description:   
Junior Global Category Buyer

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| Function: | | **Service Operations, Group Supply Management** | | | | | |
| Position: | | **Junior Global Category Buyer** | | | | | |
| Job holder: | | … | | | | | |
| Date (in job since): | | n/a | | | | | |
| Immediate manager  (N+1 Job title and name): | | **VP Global Supply Management - SES** | | | | | |
| Additional reporting line to: | |  | | | | | |
| Position location: | | UK | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | |
| * Manage in close partnership with Senior Global Buyers the assigned categories within the scope of responsibility * Support Senior Global Buyers in some of the tasks for complex Global categories activity (analysis, sourcing, product range rationalization work with Regions, category plans, …) * Manage the reporting and analysis of projects in close collaboration with Global SES team | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | |
| International SES spend | More Limited geographical scope  Support Senior Global Buyers / Directors on complex projects | |  |  | **Lower complexity categories to manage (lower expertise)**  **Support team members working on complex Global categories (analysis, product range rationalization work with Regions, category plans, …)** | Responsible for portfolio of categories with spend range up to M€ 20 | |

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| 3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Senior Global Category Buyer  VP Global Supply Management - SES  Global Category Buyer  Global Category Buyer  **Junior Global Category Buyer** |

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| 1. **Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Deliver for the SES team the data collection / reporting required to deliver group strategy in a context where data is sometimes difficult to access * Assist in the design and implementation of category strategies which significantly improve the commercial performance at a group and regional level whilst maintaining compliance to company policy and standards and mitigating all risk. * Engage the different regions in an active collaboration for developing categories globally * Build a strong network within the SM organization in the regions * Be able to take into account the differences between geographies and business needs, in a diverse and international context |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| Data Collection and Reporting   * Manage the data collection and reporting requirements of the team * Assist in the analysis of tenders * Deployment and management of the tender process – process and data elements * Market monitoring - forward and historic     Category Management   * + Manage the assigned global categories under the scope of responsibility   + Work closely with Senior Global buyers to support for the activity on complex Global categories   + Establish close relationship with the Regional buyers   + Support for Category plans development   Work closely with Senior Global Buyers to assist in improving Group profitability by optimizing International Agreements with Global Suppliers   * + Support the negotiation of International Agreements   + Generate savings and Increase International revenues     Work closely with Senior Global Buyers to assist in setting up, initiating and maintaining professional relationships with the Global Suppliers network in order to :   * + Reinforce the image and the credibility of Sodexo   + Identify the technological developments and innovations from the supplier base   Working with SM Finance to ensure robust reporting and measurement of the Global Supply Management performance. |
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Deliver team data requirements and tender analysis * Monitor markets and indices to produce accurate forward and historic category performance and market insight * Assist in driving significant annual savings whilst capturing international revenues to support the target achievement of budgets * Develop strong expertise for the categories managed globally * Manage and develop relationships with internal customers in order to achieve awareness, commonality of approach and direction within company objectives |

PROFILE

* Graduate calibre
* Financial and data driven and analytical reporting expertise
* Intermediate to Advanced Excel
* Experience in supply management highly desirable
* International experience / exposure
* Ability and ideally experience in working in a multi-cultural and matrix environment
* Team player with excellent communication and influencing skills
* Financial acumen and result orientated
* Fluency in English and another language desirable
* CIPS/ISM or equivalent qualification desirable
* Flexible for international travel