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Job Description:
Regional Buyer

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| Function: | **Supply Management**  |
| Position:  | **Regional Buyer** |
| Immediate manager (N+1 Job title and name): | **Senior Regional Buyer** |
| Position location: | **UK** |
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| 1. Purpose of the Job – State concisely the aim of the job.
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| * Support the team to define and implement the category strategy and plans within region (UK)
* Provide relevant specialist knowledge and insight on market dynamics, trends and supply options
* Perform supplier analysis and reporting to the team
* Work with category management team to implement categories to their designated region
* Devise and deliver any regional specific service offerings to enhance the overarching category plans
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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. |
| UK & ROI spend | Responsible for assisting the team of Category Managers with key analysis and providing support. Have responsibility for a region within the UK&IResponsibility for a portfolio of spend with an annual value £15-30m (annually) for the specific region within the wider UK&I spend profile |

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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. |
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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.
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| * Support Category Managers in the creation of the UK&I supply chain; whilst also developing specific regional knowledge of nuances and variations that maximise the value deliver to Clients, whilst mitigating risk
* Design and implementation of tenders
* Provide regional spend analysis for category managers
* Drive Preferred Supplier Compliance to deliver best-fit suppliers and solutions to the region
* To support the buying tendering process across the categories within direct region, covering due diligence, tender set up
* Responsible for contract documentation set up and new product set up
* Engage with category management teams to ensure all relevant data is shared
* Build a strong network within the Supply Management both at a regional and UK&I level
* Work with key stakeholders within Supply Management teams in the UK
* Responsible for assisting category managers with income aged debt and alignment of rebate volumes
* Provide the business with insights on supplier dynamics, market trends & insights (technologies, innovations, ways of working)
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| Supporting tender process * Manage autonomously the assigned region under the scope of responsibility.
* Establish close relationship with the account teams on site.
* Ensure a good alignment and on boarding of the key stakeholders within the FM platform
* Generate savings and increase revenues

Alignment with strategic contracts* Work with category management team to set up contracts (vendors and SKU’s) for the UK&I
* Provide reporting and volume analysis
* Understand business needs in order to effectively support and influence the operational sourcing decisions within the region

Improve profitability by optimizing agreements of categories under your regional remit * Negotiate regional agreements and secure best net prices
* Generate savings and improve commercial terms
* Work with commercial team to deliver best solution per client contract.

Set up, initiate and maintain professional relationships with the regional supplier 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. |
| * Assist in compiling relevant information for category management activities
* Liaise with key stakeholders within Supply management, regionally and globally
* Resolve queries and escalate where necessary
* Support and Influence the operational sourcing decisions within the region; ensuing both collaborative, and respectfully challenging approaches are adopted as appropriate.
* Schedule and prioritize allocated work on a daily basis set by Category Managers
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Experience in buying / category management
* Ability in working in a multi-cultural and matrix environment
* Experience in managing procurement tenders
* Strong excel based skills (Advance Excel)
* Data analysis (bid pricing, cost & savings calculations)
* Strong presentation skills both verbally and written
* CIPS/ISM or equivalent qualification (or currently working towards)
* Team player with excellent communication and influencing skills
* Financial acumen and results orientated
* Experience of Pharma, Heath or Public Sector FM Operations
* Experience in specific Hard FM sub-categories e.g. Lifts, Fire and Security, Water treatment, electrical wholesalers
* Experience of managing sub-contractors across Hard FM and knowledge of Construction and Civils ‘project’ works procurement methodologies
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Growth, client & customer satisfaction, quality of services provided
* Rigorous management of results
* Innovation and Change
* Commercial Awareness
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