

Job Title: Purchasing Manager
Location: Cardiff
Hours: 42.5 hours per week, Monday – Friday 08:30 – 5:00
Salary: Purchasing manager: £40,000 - £50,000
Reporting to: Commercial Director

The Company

Forward Waste Management is a well-established, dynamic company providing innovative and value-added waste management services, primarily focused towards the manufacturing sector. We deliver distinct innovation and environmental improvement for our customers by applying the recognised waste hierarchy of minimization, reuse, recycling and eliminating waste to landfill. Long term benefits are achieved through our professional proficiency in industrial waste management, expert knowledge of waste handling and processing systems and broad connections within the environmental arena.

Privately owned and established for over 20 years, Forward Waste Management comprises three trading divisions with a staff of over 60, achieving £11m revenue annually. Servicing an enviable client list of well-known blue-chip brands, we are a fast paced, service excellence led business innovating and investing to stay ahead of industry trends and competitors. The company currently manages a wide array of disciplines including sales, marketing, service delivery and contract management through a combination of in-house transport fleet and waste handling division. Enviroquip, operates a sizeable waste equipment rental fleet being supported by integral workshop facilities equipped for a wide range of welding and fabrication, refurbishment, and repair services, including waste compaction machinery manufacture.

Further information on the company can be found on our [website](#).

The role

In this newly created role, you will hold full responsibility for companywide purchasing. The successful candidate will develop an effective procurement strategy and implement policies and procedures to manage and monitor company suppliers which will include, reviewing purchasing expenditure, supplier performance and identifying and delivering value for money solutions.

Key Duties

- Develop and implement a purchasing strategy with the aim of reducing variable and overhead costs across the whole business
- Ensuring that purchasing processes and procedures are followed and adhered to across the business
- Engagement and management of purchased Overhead costs
- Supporting the Board in all Capex requirements
- Company purchases budgets, above prescribed cost reduction goals

Supplier Management

- Lead supplier selection process, through benchmarking, processes, detailed negotiations, and contract placement
- Strategy and execution process and management of waste management Cost of Sale activities, supported by 2 x Supply Chain Executives for all waste management related purchases and relationships
- Explore & deliver cost reduction opportunities through strategic purchasing activities
- Conducting research and evaluating prospective suppliers
- Ensuring that supplier agreements are in place for all key suppliers
- Establish and maintain strong relationships with our suppliers – attend site visits when necessary

Executive support

- Support the finance director in the preparation of budgets
- Forecasting price and market trends and communicating to the executive team
- Ensure all spend is recorded, evaluated, analysed and reported

General

- Source materials ensuring that the most cost-effective deal is secured for the company
- First point of contact for suppliers, dealing with any problems through to resolution
- Identify requirements for goods, materials, and services
- Work in close partnership with other departments and stake holders in the business, including sales, engineering and finance
- Monitoring of orders to ensure materials/services are supplied within agreed timescales.
- Collating and assessing information relating to supplier performance
- Provide a system to replenish all stocks but responsibility for levels remains with the user.
- Carrying out additional duties as requested

Skills and Experience

- CIPS membership would be a strong advantage
- Proven and demonstrative experience in reducing costs
- Comprehensive experience working within a purchasing / procurement role
- Excellent communication and interpersonal skills with the ability to liaise at all levels, internally and externally
- Experienced working in a fast-paced demanding environment with multiple purchasing requirements
- Excellent written, verbal and presentation communication skills
- Strong commercial and financial awareness
- Ability to work on own initiative with a proactive approach to work
- Confident to challenge
- Highly analytical

- Proficiency in IT Systems and using Microsoft Office packages (Excel, Word and Outlook) to an advanced level
- Strong planning and project management skills
- Highly organised with excellent attention to detail
- Driving licence is essential