**Procurement Manager**

**THE COMPANY**

Land Energy is one of the UK’s leading biomass energy businesses and specialises in pellet production and clean energy services. In 2021 Land Energy are set to commission an exciting co-product G2 secondary production facility. This is a great opportunity to join a growing, progressive business that has a wide variety of challenges and technologies.

Land Energy has a 50 strong workforce, state of the art biomass CHP equipped with an Organic Rankine Cycle turbine and a 100,000-tonne wood pellet production plant & soon to build secondary co-product production facility.

At Land Energy, Health and Safety is every person’s responsibility. A safe working environment and following safe working practices is standard practice for all employees. We expect a proactive, positive, and constructive attitude to all Environmental, Health and Safety.

As Procurement Manager you will oversee our sourcing capabilities and supply chain. You will be responsible for finding and evaluating suppliers, products, and services, negotiating contracts and acquiring the most cost-efficient deals without compromising on quality.

**THE ROLE**

As Procurement Manager you will manage our supply of products and services. The main focus is to ensure the business, sources quality and affordable products in a reasonable time.

* Liaising with key company employees to determine their product and service needs
* Performing all procurement activities including pre-qualification, negotiating supplier agreements, preparation of contracts and tender management
* Identifying areas for improvement to continually drive performance and business results
* Managing overall direction, coordination and evaluation of procurement for the organisation
* Developing strong relationships with business stakeholders and strategic supply partners to improve business
* Creating policies and procedures for risk management and mitigation
* Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times
* Nurtures relationships with suppliers to negotiate the best prices for company
* Organizing the supply and delivery of goods
* Run savings initiatives
* Monitors and controls inventory levels
* Identifies and researches potential new suppliers
* Research new products and services to meet company's goals
* Assesses total costs of company purchases
* Evidences costs savings year on year for the business
* Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels
* Controlling the procurement budget and promoting a culture of long-term saving on procurement costs
* Preparing procurement reports
* Reports to the Head of Finance

**THE PERSON**

You will be a team player who can demonstrate that they can meet the following criteria:

* Financial and numerical skills
* High-level of attention to detail
* Excellent analytical and problem-solving skills
* Exceptional talent in negotiating and networking
* Solid organizational skills
* Solid knowledge of supplier or third-party management software
* Exceptional communication skills with the ability to foster strong supplier relationships
* Excellent IT skills especially in Microsoft Office suite
* Team player & willing to contribute with ideas
* Experience with Sage 200 or similar accounting software preferable but not essential

**THE PACKAGE**

* A competitive salary, pension and benefits package commensurate with experience.