
JOB DESCRIPTION: STRATEGIC PROCUREMENT LEAD

1. POSITION SUMMARY

JOB TITLE:	Strategic Procurement Lead
EMPLOYMENT STATUS:	Permanent
LINE MANAGER:	Head of Procurement
LOCATION:	Shoreham-by-Sea
STANDARD WORKING HRS:	37.50 hours per week, Monday to Friday
SALARY RANGE:	Depends on experience
HOLIDAY:	20 days per annum, rising to 25 days after 2 years' service,
BENEFITS:	Company pension scheme, health scheme (BUPA), life cover & EAP

Cox Powertrain currently have an opening for an enthusiastic Strategic Procurement Lead to work in our new offices located on the south coast.

2. JOB FUNCTION & RESPONSIBILITIES

- To support the Head of Procurement in all purchasing activities.
- Deputise for the Head of Procurement when required.
- Advise & assist the Purchasing Team where necessary on a day to day basis.
- To identify suppliers, negotiate and when necessary place purchase orders, ensuring delivery promises are maintained by suppliers.
- Ability to play a lead role in Supplier contract negotiation, implementation & management
- Build strong relationships with the supplier base (SRM).
- Manage the Supplier selection process with support from SQA
- Work with DFM to obtain 'best cost' for all development parts.
- When necessary, expedite orders in accordance with purchase order requirements
- Issue out NDA's and maintain the NDA register.
- Maintain the programme BoM's with purchasing information to ensure all parts being dealt with in a timely manner; drive in conjunction with engineering the drawing release process with dates to maintain project timings
- Work with the programme team (Engineering, Quality, DFM) to communicate & improve as required delivery dates for project phases.
- Maintains and promote sound relationships with suppliers and the business community
- Deal with supplier enquires and acknowledgments
- Create and maintain mutually beneficial long-term partnerships with suppliers to foster feedback and continuous improvement.
- Manage suppliers, cost, quality, and delivery performance.

3. SKILLS AND EXPERIENCE

- A minimum of 5 years of procurement experience
- CIPS qualified or part qualified
- Automotive Quality Process experience – APQP/PPAP
- Project Procurement & NPI experience
- Previous team supervisor skills.
- Basic engine/engineering knowledge
- Ability to read engineering drawings
- Manufacturing experience & awareness
- Cross-functional business team environment experience preferred
- Proven ability to self-manage & deliver on time to budget
- Excellent Inter-personal skills to build relationship internally & externally
- Excellent negotiation skills
- Reliable & Flexible in their approach
- Epicor ERP would advantageous
- Ability to Travel – mainly UK & Europe

Personal attributes:

- Strong communicator to both internal and external stakeholders
- Excellent organisational skills, deadline adherence and exceptional attention to accuracy and detail
- Enthusiastic, resilient, with a high level of self-motivation to overcome obstacles
- Influencer - capability to influence within a dynamic organisation
- Excellent written and presentational skills
- Able to demonstrate a methodical approach towards problem solving
- Able to work under pressure
- Time management – able to self-organize the work content
- Conflict management skills

About Cox Powertrain

Cox Powertrain is a privately owned, well-funded company. It has taken a clean sheet of paper approach through its five-year development programme to deliver diesel engine designs that combine best engineering practice with patented technologies to unlock new levels of performance and packaging.

The core engine module is a V8, 8 piston, 4-stroke turbo charged diesel with a capacity of 4.4ltr litres that delivers up to 350 hp (261 kW) per module. Principal benefits are increased responsiveness combined with reduced size, mass and parts count when compared with conventional diesels of similar power output and improved fuel efficiency and storage safety compared to gasoline engines of similar power output.