

<b>Job Title:</b>	<i>Sourcing Manager, Hungary</i>	<b>Jobholder:</b>	<i>Our client in Tobacco industry</i>
<b>Reports To:</b>		<b>Job Grade:</b>	
<b>Locally:</b>	<b>Financial Controller</b>		
<b>Regionally:</b>	<b>Procurement Business Manager</b>		
<b>Function:</b>	<b>Indirect Procurement</b>	<b>Date: November 2012</b>	
<b>Location:</b>	<i>Hungary</i>		
<b>Purpose:</b>	Responsible for the execution of End market category "Sourcing to Contract" specifically: <ul style="list-style-type: none"> <li>• Source to contract (sourcing plan, tender, negotiate and contract)</li> <li>• Spend and compliance reporting</li> <li>• Commercial risk management</li> <li>• Contract Management</li> </ul>		
<b>Customer Value:</b>	Ensures contracts are in place which fulfill the customer requirements whilst also meeting the needs of the business Selects the right suppliers and puts contingency suppliers in place to manage risk on behalf of the business		
<b>Dimensions:</b>	1. Indirect Expenditure of Business Units in scope: 37 000 k GBP 2. Category Expenditure managed by this role only: category dependent 3. Number of Suppliers: category and geography dependent 4. Supply Market Management Level: Regional/Local Number of contracts: category dependent		

### Principal Accountabilities

#### Business

- Responsible for the development and execution of sourcing plans within the End Market.
- To ensure the end market category sourcing and contracts meet the business requirements through the execution of the strategic sourcing process.
- To apply global policies, standards and platforms including the agreed Sourcing Management methodology and approach and to deliver robust terms and conditions that manages the company's service delivery and commercial risk.
- To drive and facilitate "source to contract" for specific end market categories. This includes the resolution of any contracts related issues and includes one-off spend items.
- To ensure contracts are completed for all relevant agreements and that SLA's (Service Level Agreements) have been agreed with the relevant business owner.
- To manage negotiation and supplier selection within the framework of any category strategies or sourcing strategies.
- To apply the agreed global policies, standards and platforms.
- Provide forecasts on prices and market changes as an input into planning where appropriate.
- To identify new products and services that may impact on sourcing execution and escalate to Procurement Business Manager.
- To propose and/or develop alternate solutions alongside new products and services.

#### People

- To lead the process of sourcing execution to ensure delivery of the stakeholder requirements and targets.
- To own commercial supply base management building strong internal and external business relationships to ensure the delivery of the category goals.
- To facilitate the creation of supplier SLA's and performance check-points. Manage and resolve contractual performance issues and escalate where required.

### Additional Information

**Context/** This company prides itself as a world-wide leader in Procurement. In order to maintain our

<p><b>Environment</b></p>	<p>continued drive for excellence and deliver our business objectives a new operating model for the procurement function was designed. Within this structure, the role of Sourcing Management plays an important part in the delivery of this vision, specifically delivery of benefit through the execution of the agreed category and sourcing strategy and through contract control.</p> <p>Procurement Imperatives:</p> <table border="0"> <tr> <td style="vertical-align: top;"><i>Smart Spend Management</i></td> <td style="background-color: #FFD700; padding: 5px;"><i>Optimise the management and commercial interests of the business in relation to 3rd Party spend</i></td> </tr> <tr> <td style="vertical-align: top;"><i>Supplier Partnerships</i></td> <td style="background-color: #FFD700; padding: 5px;"><i>Manage value adding relationships with designated suppliers</i></td> </tr> <tr> <td style="vertical-align: top;"><i>Above Market Capability Alignment</i></td> <td style="background-color: #FFD700; padding: 5px;"><i>Align the procurement demand fulfilment capability to above market organisations and supply chains</i></td> </tr> <tr> <td style="vertical-align: top;"><i>Integrated Supply Chain</i></td> <td style="background-color: #FFD700; padding: 5px;"><i>Increase efficiency, effectiveness and speed of delivery, through the integrated supply chain</i></td> </tr> <tr> <td style="vertical-align: top;"><i>Compliance and Responsibility</i></td> <td style="background-color: #FFD700; padding: 5px;"><i>Enforce regulatory and internal standards for all 3rd party working relationships</i></td> </tr> <tr> <td style="vertical-align: top;"><i>Innovation Enablement</i></td> <td style="background-color: #FFD700; padding: 5px;"><i>Identify and enable access to innovations and suppliers to support innovation-driven business improvement and growth</i></td> </tr> <tr> <td style="vertical-align: top;"><i>Customer Service</i></td> <td style="background-color: #FFD700; padding: 5px;"><i>Deliver a customer service orientated procurement function</i></td> </tr> <tr> <td style="vertical-align: top;"><i>Talent</i></td> <td style="background-color: #FFD700; padding: 5px;"><i>A great place to work, develop and grow, with effective talent management and pipeline within the integrated supply chain</i></td> </tr> </table>	<i>Smart Spend Management</i>	<i>Optimise the management and commercial interests of the business in relation to 3rd Party spend</i>	<i>Supplier Partnerships</i>	<i>Manage value adding relationships with designated suppliers</i>	<i>Above Market Capability Alignment</i>	<i>Align the procurement demand fulfilment capability to above market organisations and supply chains</i>	<i>Integrated Supply Chain</i>	<i>Increase efficiency, effectiveness and speed of delivery, through the integrated supply chain</i>	<i>Compliance and Responsibility</i>	<i>Enforce regulatory and internal standards for all 3rd party working relationships</i>	<i>Innovation Enablement</i>	<i>Identify and enable access to innovations and suppliers to support innovation-driven business improvement and growth</i>	<i>Customer Service</i>	<i>Deliver a customer service orientated procurement function</i>	<i>Talent</i>	<i>A great place to work, develop and grow, with effective talent management and pipeline within the integrated supply chain</i>
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<p><b>Knowledge, Skills and Experience</b></p>	<p><b>Experience &amp; Knowledge</b></p> <ul style="list-style-type: none"> <li>• Thorough knowledge of supply market, supplier capabilities and competitor activity, and expected trends at a local level.</li> <li>• Proven capability of applying supplier management techniques to ensure contracted benefits are delivered.</li> <li>• Supplier and contract management experience.</li> <li>• Detailed understanding of financial evaluation and interpretation of supplier's records and their key cost and business drivers.</li> <li>• Full understanding of the category total cost model, cost drivers and all factors needed to ensure a robust agreement (including specification and testing requirements).</li> <li>• Understanding of the processes, timelines and constraints for the development and delivery of new products.</li> <li>• Professional knowledge of procurement principals, including high order negotiation skills.</li> <li>• Sound knowledge of corporate regulations and legislation to ensure the creation of effective group contracts.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• High level of commercial awareness.</li> <li>• Strong interpersonal and communication skills.</li> <li>• Proven negotiation skills and influencing skills: able to influence business partners and suppliers as well as the ability to be assertive if required to ensure compliance to contract.</li> <li>• Strong numerical ability.</li> <li>• Ability to develop and maintain effective partnerships working across geographic boundaries.</li> <li>• A focus on service delivery and savings.</li> </ul>																
<p><b>Key Success Factors</b></p>	<ul style="list-style-type: none"> <li>• Deliver service level expectations (supply, quality, innovation, risk management)</li> <li>• Deliver robust contracts consistent with company's standard terms &amp; conditions</li> </ul>																

	<ul style="list-style-type: none"> <li>• Report performance against target to Procurement Business Manager</li> <li>• Deliver sourcing targets for their % of category spend</li> </ul>
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Working relationship	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Procurement Business Manager (category strategies and sourcing strategies)</li> <li>• Sourcing project team (business unit requirements)</li> <li>• Sourcing Manager Community of Practice (knowledge sharing)</li> <li>• Supplier Custodian (supplier performance inputs)</li> <li>• Legal (contracts review, guidance, risk management)</li> <li>• Business Systems (spend data)</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Suppliers (source to contract)</li> <li>• External supply base inputs e.g. Dun &amp; Bradstreet, OneSource or similar tools</li> </ul>

<b>Additional Comments</b>			
<b>Signatures</b>	<b>Department Manager:</b>		<b>Date:</b>
	<b>Immediate Supervisor:</b>		<b>Date:</b>
	<b>Jobholder:</b>		<b>Date:</b>

### A jelentkezés módja

A jelentkezéseket – magyar és angol nyelvű fényképes szakmai önéletrajzot és magyar nyelvű motivációs levelet – a pozíció megjelölésével (“Sourcing Manager, Tobacco industry”) az alábbi címre várjuk **2012. november 27-ig**: [hr@beszerzesitanacsadas.hu](mailto:hr@beszerzesitanacsadas.hu)