

## Procurement Manager at Frank Management Consult Ltd

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### Job Description

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Frank Management Consult Ltd is an international management consulting agency. We work with major companies, raising their performance, driving their strategies and enhancing their productivity.

### Key Responsibilities

Develop and implement procurement strategies, policies, and procedures to ensure an efficient and cost-efficient procurement process.

Identify, evaluate, and select reliable suppliers and vendors based on quality, cost, reliability, and delivery time.

Negotiate contracts, terms, and conditions with suppliers to ensure favourable pricing and contractual terms.

Monitor supplier performance, conduct regular supplier evaluations, and address any issues or concerns promptly.

Collaborate with internal stakeholders to understand their procurement needs and requirements and provide guidance and support throughout the procurement process.

Maintain accurate and up-to-date records of procurement activities, including purchase orders, contracts, and supplier information.

Develop and maintain strong relationships with suppliers and vendors to foster long-term partnerships and drive continuous improvement.

Stay updated on market trends, new products, and industry developments to identify potential cost savings opportunities and innovative procurement solutions.

Conduct market research and analysis to identify potential new suppliers and evaluate their capabilities and suitability.

Lead cross-functional teams in the evaluation and selection of suppliers for major contracts and projects.

Ensure compliance with procurement policies, legal requirements, and ethical standards.

Provide regular reports and updates on procurement activities, including key performance indicators, cost savings, and supplier performance.

**Requirements:**

Bachelor's degree in Business Administration, Supply Chain Management, or a related field. A master's degree or professional certification in procurement or supply chain management is preferred.

Proven experience of 5 years as a Procurement Manager or in a similar procurement leadership role.

In-depth knowledge of procurement best practices, principles, and methodologies.

Upholding the highest standards of professional conduct, acting with honesty and integrity and any form of unethical behavior.

Strong negotiation skills and the ability to build and maintain relationships with suppliers and stakeholders.

Solid understanding of contract management and legal requirements related to procurement.

Excellent analytical, problem-solving, and decision-making skills.

Strong organizational and time management abilities with the ability to manage multiple projects simultaneously.

Proficient in using procurement software and tools.

Excellent verbal and written communication skills.

Demonstrated ability to work collaboratively in a cross-functional team environment

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