

Procurement Manager **- Nutritional Products**

Nottingham, NG7 5HF

The Company & Appointment

The Company is a Nottingham based business specialized in the Development & Manufacture of new food supplements ingredients and products for customers in the UK and Overseas.

A fantastic opportunity to join a well-established and expanding health and beauty business. You will be part of the management team and be responsible for the Procurement of raw materials and packaging required across the business. Working closely in support of the Quality team, the main focus of the role will be to build a robust supplier management system to improve the sourcing and supply of materials.

The Post

Main duties and responsibilities

- Working with suppliers to achieve the best costs for purchased items while maintaining consistent and appropriate quality.
- Building and managing the supplier management/scorecard system to encourage good suppliers to work with us and either move away from or improve the service from those with low scores.
- Manage supplier contracts.
- Keep up to date with the changing status of raw material supply and availability to assist with maintaining supply with minimum disruption.
- Source new materials quickly and confidently to support fast turnaround of new product development.
- Maintain a good understanding of relevant regulations pertaining to purchased materials.
- Support the traceability system.
- Maintain clear records.
- Work positively and constructively with colleagues and assist in the training of others when required with regard to supply and procurement.
- Working with the Quality Team to ensure and maintain high standards
- Support auditing and approval of new suppliers identified in project requirements.

The Person Specification

The role is open to graduates and non-graduates ideally with relevant work experience and knowledge of Procurement in the Food supplement industry and has an interest in health and nutrition.

Competitive, flexible salary dependent on relevant experience with significant bonus opportunities to be disclosed on application.

Working pattern will be office hours Monday to Friday, based at Nottingham head office NG7 5HF, some travel in the UK and Europe may be required as part of the role.