

Job Opportunity

Procurement Business Partner

Purpose of Job

Atlas Elektronik UK Ltd is seeking an Procurement Business Partner to manage Tactical Buying team, indirect spend and developing the Procurement organization to a class leading capability. To ensure an efficient supply chain is in place Atlas Elektronik UK Ltd.

- Support the effective operation of AEUK exceeding targets including customer delivery performance and quality.
- To ensure continuity of supply throughout the supply chain, mitigating risks & managing compliance

Reporting relationships

Head of Procurement

Location

Dorset Innovation Park, Winfrith Newburgh

Employment status

Permanent, full time (37 hours/ week)

Key Responsibilities

- Manage team to support central procurement activity
- To deliver a high level procurement service to both internal and external customers.
- To manage all contract activities in conjunction with relevant department including subcontract construct, negotiation, implementation and on-going monitoring of performance against defined targets of performance, cost and delivery.
- Create and implement Indirect Sourcing Strategies for indirects such as HR, IT and Facilities.
- Identify and implement departmental improvement initiatives.
- Delivery departmental improvements with a focus on total value (quality, cost, delivery, performance).
- Able to identify and exploit commercial opportunities
- Lead the review and development of business processes as required focussing on improving efficiency
- Lead procurement reporting to the board, including contract status, risks and contract performance
- Negotiate and manage lease agreements for the Atlas Estate.
- Adhere to legislative and corporate compliance.
- Support as required the establishment of commercial contract processes and procedures scaled to support the growing AEUK business
- Development of long term relationships with key senior internal stakeholders and promoting the procurement the procurement function
- Promote Procurement best practice
- Actively assist in developing AEUK supply chain maturity and performance.

Knowledge, skills and personal qualities required

- Experience of leading and developing a team of procurement professionals.
- Experience establishing and managing subcontracts.
- Strong Project Management/Leadership skills
- Strong Commercial skills with a good understanding of terms and conditions and the ability to draft and develop sub-contract documentation.
- Has maturity and gravitas to work with senior level stakeholders
- Financial management experience of complex subcontracts
- Proactive individual with a high level of communication skills and attention to detail
- Good understanding of Category Management
- Supplier relationship and performance management
- Experience of reporting at a senior level.

Behavioral requirements

- Proactive individual with a high level of communication skills and attention to detail
- Supplier relationship and performance management
- Able to create and foster an inclusive team environment.
- Challenge the status quo and come up with innovative working practices.

... a sound decision

Education requirements

- Degree in relevant subject or experience in similar role or equivalent is desirable
- Project management qualification desirable
- Leadership training
- Strong IT skills, especially in Microsoft Office
- More information

The successful candidate must be able to achieve full SC (Security Clearance).

How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to Recruitment@uk.atlas-elektronik.com by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance.

ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

ATLAS ELEKTRONIK UK Ltd

Dorset Innovation Park,
Winfrith Newburgh,
Dorchester | DT2 8ZB
United Kingdom

Phone: +44 (0) 1305 212400
enquiries@uk.atlas-elektronik.com
www.atlas-elektronik.com

