

G . F SMITH

1885 ONWARDS

G . F Smith Job Description	
POSITION TITLE:	Purchasing & Technical Manager
LOCATION:	Hull
DEPARTMENT:	Product Management
WORKING HOURS	37.5 Monday to Friday
REPORTS TO:	Director of Product Management

Purpose of the role
<p>The purpose of the Purchasing and Technical Manager is to support the Director of Product Management in providing a world class product range striving to exceed the growing expectations of our customer base and ultimately help us deliver efficiencies to grow sales.</p> <p>Your primary focuses will be leading the Purchasing Team and ensuring excellent quality control.</p> <p>As team manager this role requires a can-do approach, excellent relationship building and leadership skills to enable our small team to achieve more than the sum of its parts. You will lead by example demonstrating exquisite attention to detail and ability to challenge processes and inspire other team members.</p> <p>We are currently going through rapid change within the department, and you will bring your experience to drive more efficient and dynamic ways of working. This includes ensuring excellent communication between purchasing and the rest of the business.</p> <p>Through overseeing day-to-day management of stock and implementing and maintaining a quality assurance processes the role will support the purchasing team to maximise sales whilst optimising stock investment.</p> <p>You will provide technical expertise that supports the quality of G . F Smith products and upholds our complaints process with our supply chain and ensures all technical elements are accurate and accessible throughout the business.</p> <p>Essential skillsets include excellent communication skills, proven ability to motivate and lead a team, accuracy, strong negotiation skills and the ability to challenge the process towards continual Improvement. A Supply Chain qualification is desirable.</p>

Key responsibilities of the role:
<ul style="list-style-type: none"> • Establish, deliver and maintain clear, robust processes, systems and communication channels to ensure the team provides consistently excellent levels of service to all stakeholders. • Work with the team to ensure all Current Collection, indent and bespoke products are in stock at all times in line with sales targets and stock level targets. • Oversee daily purchasing and ensure orders and stock levels are managed in line with stockturn targets as agreed with the Director of Product Management. • Ensure department goals, deadlines and priorities are met through a hands-on approach to team leadership ensuring regular catch ups with team and internal stakeholders.

- Maintain regular communication with the Director of Product Management ensuring they are aware of all relevant purchasing activity.
- Work with Director of Project Management to develop stock targets and reports.
- Operate as a Subject Matter Expert making recommendations for the development of streamlined and efficient purchasing process and systems.
- Ensure all purchasing administration and processes are followed and completed accurately and on time by the team.
- Overhaul and oversee the in house product Quality Control process for G . F Smith own brand product as well as stocked items
- Set high quality standards for testing inhouse and ensure these standards are met.
- Manage the FSC accreditation process including certification and maintaining and checking all our suppliers.
- Build strong relationships with key suppliers through regular communication.
- Any other duties within the remit of the role

Supervisory responsibilities.

- Actively engage with all relevant aspects of the People, Paper and Planet strategy.
- Support team members and work as a team to achieve overall departmental targets.
- Train team members on systems and sales analysis / forecasting stock requirements where necessary
- Ensure that the Product Management Team delivers industry leading service levels to both internal and external customers.
- Build and maintain great communications/relationships within the organisation across all teams and to contribute to the Purchasing, Sales, Warehouse and Production teams operating as one.

Qualities for the ideal candidate:

This role is crucial to our aim to become a world class business and to strengthen our product management strategy and delivery. It is ideally suited to someone with a strong technical and commercial background and is adept at building relationships with internal and external stakeholders. You will be commercially astute and thrive on achieving our ambitious business plans. Equally importantly you will be a proactive role model for your team.

Essential

- At least 2 years experience of leading a purchasing team.
- Proven, approachable and resilient team manager that delivers results.
- Demonstrable track record in supply chain, purchasing and production planning.
- Ability to analyse data and create accurate reporting.
- Dynamic and enthusiastic with a can-do approach to go the extra mile.
- Self-motivated with the ability to work independently and as part of a team.
- Excellent communicator (verbal & written) at all levels.
- Engaging, articulate and confident.
- Excellent organisation and project management skills.
- Good commercial awareness, highly numerate.
- Strongly identifies with G . F Smith values.

Desirable

- Experience in the technical / quality control of paper.
- Degree level or equivalent education
- Supply Chain qualification.

Our Vision and Values

Vision

To be a world-class partner to the global creative industries, encouraging a new generation of thinkers and makers to explore the infinite possibilities of paper.

Onward

We are a proud, independent, distinctive business, that never stops thinking. We were born in Hull but have a global perspective. People are our foundation; we love what we do and warmly welcome everyone on our journey.

Human

We stand for doing our best; being true to our word and treating others with respect. We stand for delighting our customers and each other; for bringing possibilities to life; for always asking 'what more could I do?' and for having fun while we do it.

Bold

We are not perfect, but we are working hard to become a world class business. One with a growth mindset, which continually improves and where everyone is able to reach their potential and be fully themselves. A successful, sustainable business for good, supporting and building our communities for future generations.

Application process

We are working with an external agency to recruit this role. If you would like to apply, please send your CV and a covering letter explaining why you are the right candidate to Abbie Ross aross@gfsmith.com who will liaise with the agency. Applications close Wednesday 17th April 2024.

AR/CD April 24