



JOB DESCRIPTION

JOB TITLE	Procurement Manager
LOCATION	London
DEPARTMENT	Engineering
REPORTS TO	Director Engineering

Background

Established in 1977, Longulf specialises in supplying Raw Materials and Machinery to meet the needs of manufacturing companies. With a global network of suppliers we provide services for all aspects of international trading, including marketing, logistics, finance and after sales support. We provide dependable, responsive and innovative sources for materials and resources that are essential for our customers' success. For suppliers, we offer a secure and valuable channel into alternative markets and place goods advantageously with competitive pricing.

Overview

Procurement Manager will be responsible for the **techno-commercial** procurement of plant & machinery for **FMCG Industry (biscuit, confectionary, dairy products, food processing lines, canning lines, printing & packaging etc.)**. To develop and execute business with group and non-group companies. Manage contracts for Capital Equipment and Project supplies. This position is ideally suited to an experienced procurement manager who has worked with multinational FMCG manufacturing organisation and looking to take on a high-profile position in the industry.

Key deliverables (Essential duties and responsibilities)

The Procurement Manager will be responsible for Plant/ Machinery procurement, contracts, execution and project management till completion. Visiting and liaising with the key customers, consultants and suppliers. In order to achieve these deliverables major activities will include:

- Coordinate with the group customers to gather information about their machinery requirements and specifications.
- Prepare enquiry document and invite competitive offers from companies globally and evaluate offers based on their technological merits.
- Visit Reference sites and prepare comparative statements/ reports.
- Negotiate prices/ commercial terms and prepare contract documents and finalise contracts with selected suppliers.
- Project management incl. engineering, supplies by suppliers and co-ordinate with customer ensuring timely delivery. Regular contact with the Project team.
- Maintain customer relationship so that Longulf receives customers' enquiries.
- Ensuring engineering projects are managed in accordance with company processes.
- Visit international exhibitions and develop new suppliers.
- Conflict resolution with Suppliers and Contractors and achieve favorable results.
- Co-ordinate with the Logistics and Documentary teams and resolve commercial issues.
- Ensuring the yearly budget is met.
- Coaching and mentoring of other buyers.
- Visit Customers as required.



The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive. This job description is subject to review to ensure that it truly reflects the strategic direction requirements of Longulf.

Requirements

- 10-15 years of Procurement and team leadership experience
- A Bachelor's degree in a technical discipline (Industrial, Electrical or Mechanical Engineering) from an accredited university. Additional Qualifications in Purchase Management and International Business would be desirable
- Strong strategic thinking and communication skills
- Understanding of equipment/ layout drawings
- Contract drafting & management skills
- Verbal and written fluency in English
- Ideally experienced with clients across the Middle East & North Africa (MENA) region
- Experience of dealing with suppliers from Europe, Turkey, China and India
- Must have a high level of personal integrity and accountability
- Project management experience desirable.

Closing date

26 February 2021.

How to apply

Candidates who can demonstrate that they meet specifications set out above and can prove that they have the right to work in the UK should send application to recruitment@longulf.com or by post to Human Resources Department Longulf Trading (UK) Ltd. Prince Albert House, 2 Kingsmill Terrace, London NW8 6BN.

Application should include your CV and a covering letter stating how you meet each requirement. You should also include a statement as to why you believe you are suitable for the role. Due to the need to fill this role swiftly, applications will be reviewed on a rolling basis and we reserve to close this advert before the confirmed closing date when we are in receipt of sufficient application.

Interview Process

We will, having reviewed applications on a rolling basis, seek to conduct interviews with candidates via online interviews (Zoom, Teams etc.) as sadly at this stage physical interviews are impossible.

In order to process job applications, Longulf Trading (UK) collects personal information submitted by applicants. By applying for this role, you are consenting to that processing. All personal information is processed in line with our privacy policy set out at <https://www.longulf.com/PrivacyPolicy/>.

January 2021