

# Job Vacancy

Realise the next step  
of your career

## Senior Supply and Procurement Manager

POSITION TYPE: Full time, permanent

LOCATION: Ipswich, Suffolk



# Introduction

## Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

## About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that understands the individual needs of the client and the project.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Our portfolio embraces waterproofing systems, through to green roofs for supporting the local environment, to solar PV systems giving energy for sustainability, and blue roofs to attenuate stormwater and negate localised flooding.

Bauder is committed to delivering technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

## Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

*'you work with friends not colleagues' (Area Technical Sales Manager)*

*'the Company really looks after you as a person' (Technical Administrator)*

*'there is a strong commitment to employees and sense of trust and fairness' (Manager)*

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we were the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be reaccredited in 2024 for the third time at platinum level as well as achieving the 'We invest in Wellbeing' Gold award on our first attempt.

Bauder is an Equal Opportunities employer

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## Objective:

Working in a senior capacity across the business the successful candidate will oversee the Supply Chain process through key business areas, with the majority of supply from our parent company in addition to various other global suppliers. In order to effectively manage material ensuring control over inventory, supply, contract manufacturing, and distribution.

Collaborating across multiple teams you will develop and implement an overall Supply Chain strategy, overseeing procurement, and inventory management, ensuring effective supplier relationship management and all associated internal stakeholders. Driving a demand forecast process, and ensuring reliability of supply whilst improving productivity and efficiency and ensuring links through the business. With strong attention to detail you will ensure mitigation of supply chain risks in cohesion with other departments to ensure and enable joined up thinking.

You will possess strong analytical, problem-solving, negotiation, and communication skills, together with strong leadership and management in addition to effective influencing ability. You will set an example, aligning with cultural ethos and cohesive leadership approach, to create an engaging and motivating environment for Bauder staff.

## Key Responsibilities:

### Stakeholder Management

- Collaborate effectively with supply chain partners, including the parent company, ancillary suppliers, and internal business stakeholders.
- Ensure efficiency of supply processes and proactively troubleshoot issues with solution-based approaches.
- Build and maintain reciprocal, productive relationships to support supply and demand requirements in line with SLAs and service expectations.

### Production and stock

- Manage high level production (contract / 3rd party) and stock processes to ensure supply and demand requirements are met.
- Liaise with the parent company, product suppliers, sales teams and business product owners to maintain alignment on supply and demand.
- Support the Logistics team in coordinating and balancing stock versus demand across all warehouses for optimal efficiency and service levels.
- Oversee inventory management in collaboration with the Logistics team, including tracking stock levels and developing accurate inventory forecasts.
- Lead a robust Sales and Operations Planning (S&OP) process to balance demand and supply with a long-term perspective.
- Oversee production planning for third-party contract manufacturing of a limited scope of materials.

### Logistics

- Act as a key link between Sales and Purchasing teams as well as the Logistics and Warehousing functions, working closely with the Head of Logistics to ensure a fully integrated approach.
- Oversight of import & export compliance for the UK operation.

### Returns

- Develop and implement a process to track product returns and evaluate underlying issues.
- Ensure minimal cost exposure through proactive, solution-based problem solving.
- Monitor and identify risks and areas for improvement within the returns process.
- Provide actionable solutions that optimize effectiveness and reduce operational inefficiencies.

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## Procurement and vendor management

- Ensure the supply of high-quality materials to meet production and service requirements.
- Negotiate favourable Service Level Agreement (SLA) terms with external suppliers.
- Maintain strong vendor relationships through both the parent company and external providers.
- Develop Supply Chain resilience to maintain high service levels across all product lines

## Process

- With a focus on getting to root cause and reducing waste, analyse data to identify process improvements, bottlenecks and opportunities to improve supply chain networks.
- Establish and monitor KPI's and overall performance targets
- Emphasising 'value add' reduce costs and improve efficiency aligning to KPI objectives and targets.

## Risk management

- Identify potential supply chain disruptions and risks and implement mitigating strategies to minimise cost impacts and supply delay.

## Management responsibilities:

- Leadership of the Supply Chain function with full accountability for the team and its output
- Ensure the Company's Cultural values are maintained and upheld, setting the example, leading with empathy and positivity with a nurturing and encouraging approach
- Empathetic and Emotionally Intelligent approach to Management
- Progression of training and development of personnel within the area of responsibility
- Undertake Appraisals, set objectives, identify training requirements and ensure these are followed through.
- Development of the team to ensure succession planning giving everyone opportunity to grow and develop
- Ensure staffing levels, productivity and output is maintained during periods of absence and busy periods
- Deliver a performance-orientated and motivating work environment for all employees
- Participate in operational activities and demonstrate strong leadership skills through leading by example
- Liaison with HR for employee relations, disciplinary, grievance, performance and capability matters.

## Training:

- Development of the team to ensure succession planning and giving all opportunity to grow and develop
- Maintain training matrix to ensure adequate training and competency to ensure operational flexibility
- Ensuring fulfilment of the onboarding process and completion of the induction and training
- Monitoring staff performance and progress and identifying training requirements

## Development:

- To lead strong communications within other sectors of business to ensure smooth operation
- Development of material and resource planning systems, processes and software to improve performance, profitability, and service levels within the function and across the business
- Management of related company projects to ensure timely completion

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# Job Specification

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## Strategy & Planning:

- Develop and implement an overall Supply Chain strategy aligned with business goals and stakeholder requirements
- Work collaboratively across multiple business areas, including Purchasing, Sales Order Processing, Logistics, Technical and External Sales teams.
- Partner with Product Management to build a cohesive, integrated, effective and efficient Supply Chain Strategy.

## Key skills criteria:

- Extensive experience within Supply Chain environment at a senior level
- Strong leadership and management skills with the ability to align to organisational approach.
- Excellent analytical, problem solving and organisational skills
- Ability to work independently and handle multiple projects
- Strong organisational abilities with strict attention to detail
- Strong communication skills with the ability to influence
- Planning and quality management abilities
- Advanced knowledge of ERP software
- Awareness of transportation limitations and regulations including Import & Export.
- Ability to contribute strategically to organisational goals
- Motivated, driven and dedication to deliver and maintain high standards of service
- Strong analytical and negotiation skills
- Lean Six Sigma, Lead Auditor or similar experience in Continuous improvement
- Degree in Supply chain or other relevant subject, professional development qualifications in supply chain or sufficient breadth and depth of experience to be able to operate at the right level

This job specification is non-exhaustive and subject to change as the Company deems necessary



### **John Frow, Operations Director**

*If you love being genuinely empowered to deliver great results through collaboratively engaging the wider organisation on a journey of continuous improvement, then look no further.... Teamwork is the essence of what we do and that means everyone brings something unique to the table that makes the team greater than the sum of its parts. The Operations team at Bauder, from Sales Processing to Delivery, from Purchasing to Warehousing we ensure that the great work that our Sales & Technical teams create is delivered where and when it's needed. We are here to underpin the organisations success and aim to deliver the high standards that our customers have come to expect. Part of that success is our broader support on Business Excellence, Management Systems, Health and Safety and Facilities Management. Being part of the Operations Leadership team means an opportunity to help build on an already successful business to ensure we continue to achieve great results for many years to come.*

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