

**Supply Chain Manager / Purchasing Manager**

We are currently recruiting for a Supply Chain Manager to help us improve, implement and maintain a full suite of Procurement and Supply Chain policies and procedures, whilst also taking lead responsibility for implementing a risk-based approach to procurement and supply chain management.

**Below is an outline of duties and responsibilities:**

- ✓ Performance management of procurement in order to deliver cost effective solutions to fulfil the company's project requirements in terms of cost, quality and delivery.
- ✓ Locating and maintaining the best sources of supply for components, materials sub-contract services that the company needs.
- ✓ Ensure effective and positive communications and relationship exists between the Company its Subcontractors and Clients.
- ✓ Strive to achieve NIS Business Key Performance Indicators (KPI's), as notified separately.
- ✓ Delivery of agreed objectives in line with Procurement & NIS business strategy.
- ✓ Manage and direct the procurement operations function.
- ✓ Ensure procurement and supply chain teams have relevant skills, capacity and capability to meet the client and stakeholder requirements.
- ✓ Deliver NIS's Procurement and Supply Chain Strategy taking responsibility for ensuring the processes and procedures are robust and compliant across the full procurement and contracting life cycle.
- ✓ Provide support and guidance to the procurement and supply base management team.
- ✓ Coaching and mentoring of procurement personnel to ensure continuous professional development.
- ✓ Ensure the commercial business activities in Purchasing are conducted to high ethical standards in accordance with company policies and procedures.
- ✓ Continually investigate current systems and methods, with the objective of improving efficiency and achieving cost reductions, while still maintaining the standards required by the company.
- ✓ Work closely with Projects and the Project Delivery teams to ensure the supply base is and remains suitable and capable to support both NIS business and project objectives.