



**MUNNELLY
GROUP**

**JOB DESCRIPTION
PROCUREMENT MANAGER**

NORMAL PLACE OF WORK:

Head Office – Kings Langley

REPORTS TO:

Head of Finance

ROLE SPECIFICATON:

Responsible for leading, professionalising and expanding the Group's procurement function. Managing a team of two Buyers and one Assistant Buyer, the role will ensure efficient, timely, and cost-effective purchasing across all Group companies.

A key priority is to drive operational efficiency and significantly reduce the lead time requisition and delivery, by improving processes, controls, systems usage (Xpedeon), supplier performance, and internal communication flows. The role will introduce and monitor meaningful KPIs to demonstrate improvements in procurement efficiency, supplier management, and cost savings.

KEY RESPONSIBILITIES:

Leadership & Team Management

- Manage, coach, and develop the team of 2 Buyers and 1 Assistant Buyer.
- Oversee day-to-day purchasing activity including requisitions, purchasing, expediting, and supplier communication.
- Ensure consistent processes, behaviours, and performance standards across the procurement team.
- Establish a culture of accountability, continuous improvement, proactive problem-solving, and strong internal customer service.

Operational Procurement & Process Efficiency

- Oversee and improve end-to-end procurement processes in Xpedeon.
- Reduce delays between site ordering and receipt of goods by optimising:
 - internal approval workflows
 - supplier lead time tracking
 - order expediting
 - query escalation routes

- data accuracy and document completeness (QA, pricing, agreements)
- Ensure all orders for goods, services, and subcontractors are raised accurately and in a timely manner.
- Introduce process controls to minimise rework, errors, and duplicate orders.

Supplier & Category Management

- Develop and implement Group-wide procurement strategies to leverage spend across all companies for best value.
- Expand focus beyond Munnelly Support Services to include all Group operations, delivering consolidated savings and consistency.
- Lead negotiations for pricing, trading terms, and framework agreements.
- Conduct supplier performance reviews, maintain supplier QA documentation, and ensure continuous compliance.
- Identify alternative suppliers, new products, or new technologies that support operational and commercial objectives.

Performance Management & KPIs

Design, implement, and monitor procurement performance indicators, such as:

Operational Efficiency KPIs

- Average PR-to-PO cycle time
- Average PO-to-Delivery cycle time
- % of orders delivered on time in full (OTIF)
- % of orders raised right-first-time
- Supplier lead time variance

Financial KPIs

- Group-wide cost savings delivered (year-on-year and vs budget)
- Category spending visibility and reduction opportunities
- Framework utilisation rate

Controls & Compliance KPIs

- % of suppliers with in-date QA documentation
- Xpedeon data accuracy and completeness metrics

The Procurement Manager will report these KPIs to the Head of Finance monthly and use them to drive targeted improvements.

Stakeholder Engagement & internal Collaboration

- Build strong working relationships with all Group companies, project teams, operations, finance, and directors.
- Improve communication flows between the procurement team and site management to pre-empt issues and ensure timely deliveries.
- Act as the point of escalation for complex supplier disputes or operational delays.

- Collaborate with Finance to support budgeting, forecasting, accruals, and month-end reporting where procurement information is required.

Systems, Data & Reporting

- Act as the procurement lead for Xpedeon process optimisation and user best practice.
- Work with IT/Finance system administrators to improve procurement modules, workflows, catalogues, approval routes, and reporting outputs.
- Ensure data integrity across PRs, POs, and GRNs to support accurate financial recording and audit compliance.
- Produce regular reports on procurement activity, KPIs, spend analysis, and supplier performance.

OTHER ACCOUNTABILITIES:

- Being fully aware of and actively complying with Munnelly Group's policies and procedures relevant to your own responsibilities.
- Performing any other reasonable duties as directed by line management.
- Initiating continuous improvement in your own areas of responsibility.
- Drive innovation and continuous improvement across the procurement function.

PERSON SPECIFICATION:

Essential

- Demonstrable experience in procurement within construction, engineering, or project-based industries (or similar).
- Strong leadership/people management experience.
- Excellent negotiating, communication, and supplier-management skills.
- Highly organised with strong time-management and ability to work to deadlines.
- Strong commercial awareness and analytical ability.
- High proficiency in Microsoft Excel, Word, Outlook.
- Experience using procurement or ERP systems (Xpedeon experience desirable, not essential).
- Ability to optimise processes and drive measurable efficiency improvements.

Desirable

- CIPS qualification or working towards it.
- Experience managing procurement transformation programmes.
- Knowledge of construction supply chains and frameworks.
- Experience delivering multi-company or Group-wide procurement savings.