

MARKETING CATEGORY MANAGER

£450 Per day

PROFILE

An experienced Purchasing Professional with eight years experience and a track record of delivering results and continuous improvement. Currently working as a Purchasing Manager at YYY Ltd. A Member of the Chartered Institute of Purchasing and Supply. Experienced in working on a broad range of Categories including Facilities, Corporate Services, IT, Marketing, Travel, HR and Manufacturing.

Key skills & experience

- Effective communicator with ability to motivate and influence others.
- Able to drive change, add value, improve productivity and enhance service delivery.
- Results driven, proven capability of achieving individual and departmental objectives.
- Experience of managing, coaching and mentoring colleagues.
- Knowledge of working in highly regulated environments.
- Flexible attitude and ability to adapt to changing demands quickly.

Recent achievements and current activities

- Lead the tender and roll out of a new recruitment operation for a second call centre facility. 22% cost avoidance achieved and 50% reduction in temp to perm fees. I received excellent feedback from internal customers on my approach and communication skills during the tender process.
- Lead the tender and re-negotiation process for the Events Management category resulting in a new supplier being implemented and a 5% saving. New contract includes a service level agreement with financial penalties for not meeting quality or timelines.
- Implementing Supplier Management Programme with high spend or business critical vendors, to ensure continuous improvement throughout the life time of the contract.
- Project lead the tender for Travel Management, which will resulted in a change of supplier, new financial model, 20% saving and the roll out of an on line self booking tool.

CAREER SUMMARY

Aug 06 – Present

On-Line B2B directory

Purchasing Manager - Marketing (Oct 07 – Present)

Purchasing Manager - Corporate Services (Aug 06 – Sept 07)

- Marketing spend of £40m including Advertising, New Media, PR and Research.
- Corporate Service spend of £26m on Travel, Events, Recruitment, Consultancy and Employee Benefits.
- Deliver strategy for requirements within the Functional areas and implement commodity plan.
- Liaise with external suppliers and other networking contacts to identify future commodity trends and provide feedback to internal customers.
- Hold monthly meetings with Stakeholders to review progress on projects, supplier spend and upcoming projects.
- Maintain an auditable tender process and ensure department objectives are met and appropriate records are kept.
- Identify and co-ordinate cross functional projects across the commodity area.

Mar 04 – July 06

XYZ Pharmaceuticals UK

Purchasing Manager - Marketing (April 05 – July 06)
Senior Buyer - Facilities, HR, IT & Marketing (March 04 – March 05)

- Rolled out Global Advertising Agencies at a local level, including contract and rate negotiation with reductions of up to 40% on hourly rates.
- Achieved 3% hard savings and 6% total cost efficiency on Marketing spend of £15.1m.
- Rationalisation of permanent recruitment agencies UK wide with a reduction in rates and the roll out of a generic contract, reducing business risk and improved terms.
- Ensured the Purchasing and Contract signing policy was adhered to throughout the business to maintain >95% compliance.
- Worked with the UK & Ireland Purchasing Council, Europe and Global Sourcing team to ensure cost synergies were taken advantage of and best practices shared. Chairperson for the Purchasing Council for six months.
- One Direct report (Buyer) during role as Purchasing Manager.

May 00 – Mar 04 XXX Ltd, Buyer - Facilities & Manufacturing

- Project leader for the development and roll out of a Supplier Management Programme which led to improved supplier performance and reduced costs. Enhanced business relationships with the suppliers and internal customers involved. The project won a 'Value through Innovation' award.
- Lead the tender for Travel Management which resulted in a consolidation from three incumbents down to one new supplier.
- Project managed tender for 3rd party Warehousing & Distribution. Delivered £500,000 saving on £3.9m spend. New supplier, location and operation implemented for the distribution of hospital and pharmacy products.
- Lead Mobile phone tender which resulted in a new tariff, handsets and hands free kits. The project was delivered within time and under budget with a saving of £76,000 whilst still meeting client requirements.

Oct 99 – Mar 00 **Travelling around Zimbabwe, New Zealand, Australia and Asia.**
Jun 98 – Sep 99 **Field Sales Executive - XXX Bank Plc**
Mar 98 – Jun 98 **Field Sales Executive - XXX**
Jan 98 – Feb 98 **Travelling around Thailand and Australia**
Jul 95 – Dec 97 **Sales Support Executive - XXX**
May 94 – Jun 95 **Life Sales Assistant - XXX**

PROFESSIONAL & PERSONAL DETAILS

Relevant Qualifications

- NVQ Level 4 in Purchasing and Supply gained in December 2002.
- Membership of the Chartered Institute of Purchasing and Supply awarded in March 2003.

Courses attended

Advance Negotiation / Category Management / Contract Law / Microsoft Project 98 / Internal Auditing / Advanced presentation skills / Planning, Organising and Controlling Projects for Project Managers / Influencing and Rapport Building / Giving Constructive Feedback / Achieving more through powerful teams.