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Job Opportunity

July 2022

Position: **Head of Procurement**

So you are looking for a part time opportunity that can grow into a full time position?

The Head of Procurement will start off on a 2 or 3 day contract or 15 to 25 hours per week. If you enjoy the time with us just as much as we do, the position could become a full time position. We are also open to motivations for immediate full time appointment.

Which areas would you be responsible for?

a. Procurement

- Managing supplier relationships to ensure we secure and maintain the best suppliers offering the best quality, competitive prices & reliability
- Driving company initiatives to ensure we reach our cost of sales / gross profit targets
- Working actively with head office and instore teams, and inspiring them to achieve your own and overall business objectives
- Implementing strict controls and discipline in terms of stock and stock processes
- Taking initiative to re-look current stock and procurement processes and to propose changes and improvements
- Investigating best industry practice and how this could be implemented in our environment
- Passionately driving growth and efficiency in your area in order to achieve growth targets
- Playing an integral part in The Whippet innovation process

b. Finance

- Managing financial controls with the CFO
- Manage invoices & statements through the payment process
- Manage GL allocations & reviews
- Review of management accounts
- Assist in budgets & forecasts

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c. Reporting & data analytics

- Manage advance reporting
- Intermediate to advanced excel skills required

d. Other admin duties

So what type experience do you need?

- You would have worked in a procurement / purchasing or finance environment
- You have worked with teams who would need your guidance and support to implement certain processes and controls
- You have worked with teams with a passion to change the industry and a drive to be the best

What should you have a passion for?

- You are a proactive problem solver - you love a good challenge and find different ways to approach a challenge
- You like to innovate and try new things and believe there is always a better and more effective way to do things
- You have a passion for getting the best out of teams and teammates
- You enjoy working with strong and determined leaders who know where they are going and what to achieve
- You enjoy a challenging ever-changing environment and love putting systems and processes in place to build great businesses
- You enjoy working on Excel and see Excel as a great tool to assist and guide business decisions
- You like working with high performing teams

If this sounds like you please send us your CV and lets start an incredible journey together

Contact & submit CVs to Braam (Director)
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