



Job Title (Vidrala Group)	Category Specialist
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Organizational Unit	Procurement
Business Unit	Encirc
Reporting to (Hierarchical)	Category Manager
Reporting to (Functional)	Category Manager

Main Purpose of Role

The **Category Specialist** will support the Category Manager in the overall procurement activities in the relevant category, driving efficiency and effectiveness in the procurement processes for their assigned categories. The role will support supplier negotiations while also supporting relevant Procurement processes, such as raising purchase orders and invoice queries, where relevant.

Key Accountabilities

- Support overall procurement activities, driving efficiency and effectiveness in the procurement processes
- Negotiating favourable terms in alignment with overall category and business strategy
- Supporting supply chain activities to ensure materials are delivered to site to satisfy production demand at all Encirc plants, where relevant
- Be the point of contact for day-to-day supply challenges and escalate to Category Manager as relevant
- Gathering market intelligence and generating reports, as relevant
- Spend analysis and measuring adherence to budgets
- Collaborate with internal and external stakeholders to proactively manage risk in the supply chain

Knowledge, Skills and Experience

Business Knowledge

- Degree level or professional qualification preferably in procurement / supply chain
- Purchasing experience, preferably in a manufacturing environment
- Ability to develop and implement best value strategies
- Commercially astute with a strong understanding of the financial drivers of goods and services
- Ability to develop and manage supplier relationships
- Negotiating skills with experience working for a fast-paced and diverse matrix organisation
- Ability to build strong working relationships with internal and external suppliers and stakeholders
- Ability to coordinate across teams, to manage partnerships and develop supply chain solutions, across multi-site agendas

Essential Functional / Technical Skills

- Commercial negotiation skills
- Strong stakeholder management and influencing skills
- Strong communication skills both oral and written across different levels within the organisation
- General supplier management and development and supporting processes to drive change and improvement
- Ability to successfully resolve issues and utilise internal network and relationships to reach solutions
- Experience of ERP systems (preferably SAP) and comfortable working with spreadsheets (Excel)

"This is a brief outline of the role and is by no means exhaustive. The post holder will be expected to undertake duties as appropriate to the position. Significant changes to the role and its responsibilities would be subject to appropriate consultation with the post holder".



Personal Attributes / Competencies

- Ability to think creatively about supply chain challenges
- Ability to work in a fast-paced, complex matrix organisation; working with stakeholders across several different global regions
- High attention to detail
- Strong communication both orally and written
- Analytical and numerate
- Innovative
- Influencing and persuasion

Impact

Individual Contribution / KPIs

- Providing specialist support to the Category Manager
- Cost reductions and adherence to budgets
- Reacting quickly to changes and adjusting sourcing plans accordingly
- De-risking supply chain







Key Contacts

- Procurement
- Production
- Logistics
- Suppliers
- Planning
- Quality & Technical
- Finance

Decision Making

(Outline the most important recommendations expected to be made for others to decide on)

- Supplier selection
- General procurement activities
- Supplier management

Value	Leads Self
Commitment to Customers 	<ul style="list-style-type: none"> ➤ I am open and honest, I strive to exceed expectations while remaining realistic. ➤ My stakeholders can trust me to be honest and supportive. ➤ I seek and act on feedback.
People Commitment and Development 	<ul style="list-style-type: none"> ➤ Through reflection I am clear about my own development needs, I seek feedback and support. ➤ I treat all people with respect and dignity. I value equity, diversity and inclusion. ➤ I respectfully call out any unsafe or disrespectful behaviours, every time.
Sustainability 	<ul style="list-style-type: none"> ➤ I understand my part in our sustainability strategy, I ensure that my own personal impact on the environment and others is a positive one. ➤ I engage with new initiatives, and I champion our sustainability goals. ➤ I am accountable for the safety, health and wellbeing of myself and others, I share ideas for people-focused improvements.
High performance 	<ul style="list-style-type: none"> ➤ I understand my part in our company purpose, mission and values. ➤ I reflect on my performance and plan ahead, in order to safely achieve my objectives or targets. ➤ I approach challenges positively; I respond to changing priorities and maintain high standards.
Collaboration 	<ul style="list-style-type: none"> ➤ I am open, honest and respectful with all stakeholders, I build strong relationships based on trust. ➤ I use my strengths to support others, I ask for help and welcome input. ➤ I am accountable to my team for delivering against agreed standards.
Innovation and continuous improvement 	<ul style="list-style-type: none"> ➤ I am curious and contribute ideas for improvements when I have them, no matter how small. ➤ I remove barriers to progress, I start with why. ➤ I embrace change, I work with others to make necessary changes possible.

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