



Procurement Executive

Vitaflo (International) Ltd are currently looking to recruit a full-time, permanent Procurement Executive, with 1 to 2 years' experience in a similar procurement role looking to progress their career. The role is entry level and provides an exciting opportunity to gain experience in a varied role gaining insight into multiple direct and indirect spend categories.

The role will be based at their Head offices just outside of Liverpool city centre. This is a new position within the Procurement team that has arisen due to recent business expansion.

The Procurement Executive is responsible for supporting the Procurement Manager in developing, validating, communicating and implementing sourcing strategies for Globally managed categories. They will follow strategic sourcing process tools, templates and policies developed internally and apply the Nestlé Standardised Procurement Model.

The right candidate would need to ensure the efficient implementation of new or changing items/services. They will be required to contribute to strategic and tactical business planning.

Who is Vitaflo?

We are part of Nestlé Health Science and continue to expand our global footprint with a worldwide presence in Clinical Nutrition. Behind our pioneering company are people who drive breakthroughs in research and development, creating innovative impact.

Our employees are at the heart of what we stand for with 96% saying they are proud to work for us and 94% recommending Vitaflo as a good place to work.

Our Headquarters, based in Liverpool, is the hub of innovative and creative activity. We strive to be at the cutting edge of our industry sector with patient's needs being at the forefront of our mind. We work collaboratively, share our knowledge and expertise and above all love what we do and why we do it.

What will you do?

As Procurement Executive, your main responsibilities will consist of the following:

- Assist in researching and developing sources of supply.
- Ensure that tender processes utilise all available technology to optimise commercial benefits of new agreements
- Compile required data from Sage X3 & utilise this in assisting the Procurement Manager in updating annual business strategies
- Assisting in the management of supplier contracts and maintenance of contract balances based on forecasts, promotional activities and product de-lists
- Management of supplier performance in terms of coordinating performance measures and applying corrective action where appropriate
- Maintain purchasing databases to ensure other departments have prompt accurate information.
- Review generated reports for control and purchasing decisions

- Generate and drive appropriate key partnerships within and outside of Procurement function
- Participation in project teams to ensure that the materials procured conform to all requirements and the potential of cost saving benefits are maximised by the company.

Who are we looking for?

Essential criteria:

- Has a relevant degree, equivalent Higher Education or qualification
- Experience in the implementation of sourcing strategies for different spend categories over a sustained period
- Has experience in one or more spend categories as a Sourcing Specialist, using a Strategic Sourcing Process
- Demonstrated successful use of risk management, responsible sourcing and supplier relation management
- Experience in negotiation
- Focused and results driven
- Organised and autonomous way of working
- Expert knowledge of, Word, Excel and PowerPoint

Desirable criteria:

- Knowledge of systems such as Navision, SAP or SAGE
- Strong numeracy and communication skills
- Business and financial knowledge
- Understanding of the business environment

What we will offer you

- Competitive salary
- Excellent working conditions
- Study support
- Employee recognition scheme
- Volunteering opportunities
- Employee Assistance Programme
- Discretionary bonus scheme (subject to qualifying period)
- Gym membership (subject to qualifying period)
- Employer pension contribution (3% rising to 5% subject to qualifying period then matched up to a maximum of 10%). Employee minimum contributions apply
- Private healthcare (subject to qualifying period)
- Cycle to work scheme (subject to qualifying period)
- 25 days' annual leave plus bank holidays and Christmas shutdown
- Option to buy / sell annual leave
- Life assurance
- Free on-site parking

What next?

Do you think your skills match what we are looking for? Then get applying!

Please email a copy of your CV with a covering letter across to hr@vitaflo.co.uk along with any questions you may have.

Closing date for applications is **Tuesday 25th January 2022**

Vitaflo (International) Ltd is committed to equal opportunities and values the diversity of all people. We treat people fairly and with dignity, respect, inclusion and belonging.

We accept job applications in a variety of formats and should you need any documents in a different format or require any further support or assistance, please contact the HR department via email on hr@vitaflo.co.uk