

JOB DESCRIPTION

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| Job Role | Procurement Manager |
| Location | Either Hypermotive’s Manufacturing Facilities in Northampton or Engineering Office in Lutterworth, Leicestershire. Occasional periods working offsite within the UK, EU or worldwide. |
| Reports to | Head of Manufacturing |
| The role | |
| <p>Hypermotive are an innovative, industry respected and rapidly growing engineering and manufacturing business in the eMobility sector. With a reputation for excellence, we are recognised as leaders in the supply of Electric Vehicle and Fuel Cell System integration and Wiring Systems design and tier 1 manufacturing operating across multiple sectors. A highly capable, diverse, and dynamic team, within an ISO9001 certified environment, we offer a fun, fast-paced working environment with a strong commercial focus.</p> <p>As a key member of the Hypermotive management team, the Procurement Manager will be responsible for all purchasing and supply chain activities across the business. Working alongside the Commercial, Engineering and Manufacturing teams, this role will lead the development and maintenance of an effective supply chain to satisfy prototype manufacture through to volume product production, as well as indirect supplier management.</p> <p>Within this role, your responsibilities will include:</p> <ul style="list-style-type: none"> • Development and management of Hypermotive’s procurement strategy to support the business strategy and ambitious growth plans • Supplier selection and management across both direct and indirect supply base, documented through our Approved Supplier List • Monitor and improve supplier performance on cost, quality, delivery, service, governance and compliance • Close working with our Quality Manager and Manufacturing to manage supplier performance including the proactive resolution of supplier performance issues • Develop and manage a cost effective, flexible and resilient supply chain for all our production projects • Leverage cross-business demand to drive cost focus across whole supply chain • Set up and maintain robust contractual frameworks for key suppliers aligning with customer and business commercial requirements • Collaborate with Commercial Director and legal counsel to ensure purchasing terms and conditions are maintained • Provision of procurement performance data and reports to the ELT and Board as required • Developing procurement processes as part of Hypermotive commitment to quality standards compliance and continuous improvement. • Support Hypermotive’s quotations process with provision of relevant cost data • Line management and development of purchasing administration resource • Support day-to-day purchasing activity as required to maintain business continuity • Supporting customer commercial and quality meetings as required | |

Within this role, you will work on highly varied projects across a wide range of applications and products. Working will all areas of the business, across all levels, you will support the business in ensuring right first time, on-time delivery of projects within budget, including timely resolution of any issue assigned to you.

Education and Skills Requirements

Education:

- Degree level qualification (or equivalent) ideally in science, engineering, business or technology-related subjects.
- Chartered Institute of Procurement & Supply (CIPS) certification.

Skills & Experience Required:

- Procurement experience in a manufacturing / engineering environment
- Experience of leading procurement activity in a relevant industry
- Experience of supporting creation of supply contracts/framework agreements for multi-year production schedules
- Ability to demonstrate knowledge and understanding of a sourcing strategy deployment, financial concepts and the ability to create a business case.
- Experience with contract management and base understanding of contractual law
- Working knowledge of managing purchasing through an MRP system
- Experience of contract negotiation and representing the business at a senior level
- Ability to present reports to C suite and board level stakeholders
- Working knowledge of ISO9001

Skills preferred:

- Global procurement and supply chain experience
- Experience of wire harness / electrical systems / fuel cell systems
- Experience of import and export of goods
- Experience of working in an SME supporting business growth
- Understanding of ISO9001

Personal attributes:

- Professional, ethical approach to business
- Excellent written and verbal communication skills
- Process-driven and detail orientated approach
- Team player
- Self-motivated with a proactive approach to work
- Adaptable and able to multi-task across several projects at one time.

Hypermotive can offer:

- Engaging, varied and challenging work across a range of sectors,
- Competitive rates of pay and generous holidays,
- Highly flexible working arrangements - We offer flexible working within core business hours,
- Pension scheme,
- Healthcare scheme,

- A culture which recognises contribution and encourages innovation and creativity,
- Strong industry knowledge, expertise and a reputation for excellence