



ROLE	TYPICAL ROLE ACTIVITIES AND FUNCTIONS	
<p>PROCUREMENT</p> <p><b>Procurement Analyst / Senior Procurement Analyst</b></p>	<ul style="list-style-type: none"> <li>- Data analysis</li> <li>- Contract support</li> <li>- Implementation support</li> <li>- Catalogue management</li> <li>- Vendor analysis</li> <li>- Typical software experience includes:- Advanced Excel, Ariba, SAP etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Spend analysis</li> <li>- Report production and presentation</li> <li>- eProcurement systems support</li> <li>- Provide support/training to Sourcing Managers in savings methodologies &amp; processes</li> <li>- Provide management reporting data and conclusions</li> <li>- P2P support</li> </ul>
<p>PROCUREMENT</p> <p><b>Buyer / Senior Buyer</b></p>	<ul style="list-style-type: none"> <li>- Manage RFQ's, RFIs, RFPs, Invoicing &amp; Purchase Order processing</li> <li>- Work with suppliers to ensure optimum cost and product solutions</li> <li>- Ensure appropriate sourcing and supplier selection</li> <li>- Support/manage commercial issues relating to suppliers</li> <li>- Assist in developing robust service level agreements</li> </ul>	<ul style="list-style-type: none"> <li>- Support/communicate with other business functions and internal stakeholders</li> <li>- Ensure materials, product and services are supplied to contract</li> <li>- Comply to department, business and legislative standards</li> <li>- Draft and negotiate agreements with suppliers following legal principles</li> <li>- Implement strategic sourcing methodologies for specified commodities</li> </ul>
<p>VENDOR MANAGEMENT</p> <p><b>P2P Implementation Manager / Specialist</b></p>	<ul style="list-style-type: none"> <li>- Develop eSourcing programmes</li> <li>- Provide specialist process improvement expertise to Procurement Team</li> <li>- Develop the most efficient and appropriate P2P solutions</li> <li>- Extensive experience of PSP systems required, SAP, SAP SRM, Ariba, Oracle etc.</li> <li>- Effective Communication &amp; Stakeholder management skills</li> </ul>	<ul style="list-style-type: none"> <li>- Undertake effective vendor management processes</li> <li>- Lead the simplification of the user community purchasing processes</li> <li>- Train and provide support to P2P system users</li> <li>- Proactively lead Category Managers to develop the most efficient P2P solutions</li> <li>- Vendor / Supplier Management</li> </ul>
<p>VENDOR MANAGEMENT</p> <p><b>Contracts Manager</b></p>	<ul style="list-style-type: none"> <li>- Produce contracts (supported by Legal Dept and internal stakeholders)</li> <li>- Contribute to the negotiation of all supplier commercial terms ..... including price, terms &amp; conditions to ensure best value is achieved</li> <li>- Read supplier proposals, provide commercial solutions &amp; recommend suppliers</li> <li>- Development, negotiation, implementation and management of all contracts</li> </ul>	<ul style="list-style-type: none"> <li>- Identify commercial risks and suggest mitigation ideas</li> <li>- Identify savings opportunities</li> <li>- Assist internal Project Managers with commercial advice</li> <li>- Implement and maintain commercial procurement strategies</li> <li>- Be the primary contact for sourcing, procurement &amp; contract requirements</li> </ul>
<p>VENDOR MANAGEMENT</p> <p><b>Sourcing Process Compliance Manager</b></p>	<ul style="list-style-type: none"> <li>- Deliver a programme of sourcing projects on-time and to target</li> <li>- Continuously develop management reporting processes</li> <li>- Continuously improve sourcing &amp; contract management processes</li> <li>- Lead procurement sourcing programmes</li> <li>- Understand accounting processes including forecasting and budgeting</li> </ul>	<ul style="list-style-type: none"> <li>- Identify and provide resolutions to risks &amp; management of dependencies</li> <li>- Define and measure to best-in-class procurement</li> <li>- Program and project management including risk mitigation</li> <li>- Team management &amp; leadership: Category/Country managers/Executive teams</li> <li>- Use and understand spend analytics and e-sourcing tools</li> </ul>
<p>PROCUREMENT</p> <p><b>Category Manager / Category Specialist</b></p>	<p><b>Predominantly Managing Existing Vendors - Not Highly Strategic - Some Engagement with Senior Stakeholders</b></p> <ul style="list-style-type: none"> <li>- Category planning, strategic sourcing &amp; supplier management</li> <li>- Tracking and milestone monitoring</li> <li>- Develop, approve and implement category plans</li> <li>- Perform supplier management</li> <li>- Benchmark suppliers and market analysis</li> <li>- Ensure appropriate use of procurement tools</li> <li>- Contract management</li> </ul>	<ul style="list-style-type: none"> <li>- Identify internal and external best practices and opportunities</li> <li>- Process improvement and change management</li> <li>- Develop/monitor performance metrics</li> <li>- Create contract plans</li> <li>- Category management and process support</li> <li>- Act as a category subject matter expert</li> <li>- Support and collaborate with cross-functional teams and stakeholders</li> </ul>
<p>PROCUREMENT</p> <p><b>Senior Category Manager / Senior Category Specialist</b></p>	<p><b>Managing Existing &amp; New Vendors - Defining Category Strategy - Highly Strategic - Significant Engagement with Senior Level Stakeholders</b></p> <ul style="list-style-type: none"> <li>- Manage teams</li> <li>- Develop category strategies</li> <li>- Strategic development of category plans to reduce costs/improve processes</li> <li>- Lead cross functional teams through strategic sourcing process</li> <li>- Identify opportunities that drive costs out through demand management</li> </ul>	<ul style="list-style-type: none"> <li>- Complete ownership of the day to day management of category or categories</li> <li>- Create initiatives with measurable outcomes and defined milestones across business functions and processes</li> <li>- Provide cost management advice to key stakeholders and colleagues</li> <li>- Implement appropriate governance structures</li> </ul>

<p>VENDOR MANAGEMENT</p> <p><b>Relationship Manager / Vendor Manager</b></p>	<ul style="list-style-type: none"> <li>- Define sourcing strategy that leads to optimised delivery</li> <li>- Direct &amp; manage the relationships with suppliers and outsource suppliers</li> <li>- Coordinate stakeholder requirements to define sourcing approach</li> <li>- Contract management, development and drafting</li> <li>- Manage service level agreements</li> <li>- Develop &amp; execute vendor reduction &amp; payment term improvement activities</li> </ul>	<ul style="list-style-type: none"> <li>- Lead supplier commercial and service delivery negotiations</li> <li>- Advise/lead Category Managers re: vendor development &amp; reduction activities</li> <li>- Cost analysis and modelling</li> <li>- Build relationship with category, service &amp; delivery and other teams/stakeholders</li> <li>- Ensure all contractual agreements are met, contracts escalated &amp; resolutions found</li> <li>- Lead vendor &amp; payment term management metrics.</li> </ul>
<p>PROCUREMENT</p> <p><b>Procurement / Purchasing Manager</b></p>	<ul style="list-style-type: none"> <li>- Manage all aspects of the day-to-day activities of a purchasing function</li> <li>- Optimise procurement processes and policies</li> <li>- Achieve financial goals including cost reduction strategies</li> <li>- Monitor &amp; develop purchasing processes</li> <li>- Balance &amp; optimise cost, quality &amp; lead time</li> <li>- Work to best practice sourcing &amp; contract management principals</li> <li>- Draft and negotiate agreements with suppliers following legal principles</li> </ul>	<ul style="list-style-type: none"> <li>- Undertake effective supplier selection and management</li> <li>- Set / understand / analyse demand forecasts</li> <li>- Support /advise internal stakeholders and functions</li> <li>- Ensure appropriate sourcing and supplier selection processes</li> <li>- Maintain/develop effective supplier &amp; stakeholder relationships</li> <li>- Comply to department, business and legislative standards</li> <li>- Provide accurate management data and analysis</li> </ul>
<p>PROCUREMENT / VENDOR MANAGEMENT</p> <p><b>Head of Category / Head of Function</b></p>	<ul style="list-style-type: none"> <li>- Setting category/functional objectives to meet and exceed business strategies</li> <li>- Manage, motivate and develop category/functional teams</li> <li>- Commercial management to meet short, medium and long term objectives</li> <li>- Effective end-to-end procurement management</li> <li>- Maintain effective relationships with key internal customers and suppliers</li> <li>- Implement leading practice and agile procurement systems</li> </ul>	<ul style="list-style-type: none"> <li>- Deliver cost saving programme across the business to exceed plan</li> <li>- Establish global category strategies</li> <li>- Understand industry, supplier dynamics and market trends</li> <li>- Oversee critical contracts to minimise business risk and maximise commercial benefit</li> <li>- Analyse spend data to identify cost saving opportunities</li> <li>- Conduct market analysis to develop supply market strategies</li> </ul>

The *upper* section of the Table provides Annual Salary (without benefits) for various discipline of Procurement and Vendor Management Professionals.

The *lower* section of the Table shows Typical Role and Functional Activities for the various Job Disciplines.

Please note: There is significant variation in Job Titles for comparative roles; depending upon the organisation and industry sector. Some alternative Job Titles are shown (in brackets) in the table

## Market Overview 2018 / 2019

Overall the market for **Indirects Procurement Specialists** has remained buoyant across almost all industry sectors as we have progressed through 2018 and into 2019 despite economic uncertainty. Demand in *Pharmaceutical, Life Sciences* and *Technology* sectors has been particularly high, with *FinTech* and *Financial Services* companies following closely. In other industry sectors demand has remained consistent; and even 'struggling' sectors such as *Retail* are still recruiting good people, mainly due to the need to adapt customer focused technologies and reduce costs quickly, in this evermore competitive sector. However organisations in these sectors are sometimes finding it difficult to retain staff due to the nature of the procurement work undertaken and attraction pressure from other sectors. We have also seen significant activity in the *Consultancy* sector, which is still very busy having gained a considerable amount of government and general procurement outsourcing work.

Over the last few years, we have seen candidate sourcing continuing to become more globalised; with more organisations actively searching, or willing to consider candidates from other countries or continents, providing they have the verifiable skills and attributes that are needed. We still see that our clients are willing to look overseas to source the talent they need, but in some instances Brexit uncertainty is making it more difficult to secure talented professionals willing or able to make the step to the UK.

Demand for Contract & SRM specialists working on existing major contracts and outsource agreements has remained solid. Global organisations are realising that they are ever more reliant on suppliers to enhance on-going cost savings, innovation, security of supply and corporate social responsibility. Strategic partnerships remain at the top of the corporate agenda for many global organisations and Supplier Relationship Management (SRM) is seen as one of the critical procurement topics that can still make a significant difference to a company's success. With this in mind the demand for talented Vendor / Supplier Relationship Management professionals continues and Permanent Salaries remain strong.

Despite short and long term economic uncertainty, the Procurement Recruitment Market is looking positive at the moment, and we don't see this changing in the foreseeable future. With board level decision makers realising that effective procurement and supply chain strategies are critical to improve overall business performance and reduce risk in a rapidly changing and uncertain Brexit and global economic environment, we have latterly seen a gentle strengthening of salaries and packages to secure the most talented procurement professionals.

*IT, HR, Marketing and Professional Services Category expertise are in most demand...*

In terms of Category skills, procurement professionals with **IT** Category expertise are still in the highest demand, **Software, SAAS, IT Professional Services, IT Outsourcing, Applications Development** specialists are all highly sought after. Professionals with **AGILE Software** procurement knowledge is an area where we have seen a large increase in demand and finding good people with these skills can often be challenging. Other indirects category areas that have been buoyant include **HR** (in particular **MSP Implementation and Review**), **Marketing Services** (Digital and Agencies) and **Professional Services** (Law and Audit).

Again the trend for visibility of procurement at board level (where procurement contribution is measured in bottom line savings) has increased the demand to engage highly productive procurement teams; and this continues to support strong salaries in the fight to secure the best procurement talent. There is still a demand for good candidates to fulfil Senior Management Greenfield roles as companies continue to recognise the need to apply leading edge procurement strategies to ensure competitive advantage and ensure effective global supply chain compliance; and there is a strong correlation between salary rate and the category skill sets required. In all sectors there is strong demand for specialist subject matter experts and as you would expect the most sought after categories secure higher than average rates. As always, evidence of major spend, global or matrix environment experience, evidence of major savings and specific category expertise, will differentiate the very best Indirects Procurement Professionals and secure them the best roles.

*Pharmaceutical & Financial Services Sectors still offer the best packages...*

So which Industry Sector is likely to offer you the best Salary and Package? Over the last year we have seen companies in the **Pharmaceutical** sector beginning to offer the best overall packages, with good and *consistent bonus potential, share options* as well as *competitive pension and benefits*. Comparable are the **Investment Banks** and other **Financial Services** organisations who still offer very competitive packages, however as the demand for skilled Procurement and Vendor management professionals increases across the board, there is evidence that permanent salaries/packages have not increased quite as quickly in Financial services as they have in some other sectors. Bonuses in this sector are remaining higher than the industry average and could be 30% or more at senior levels, usually based on a combination of individual and company performance. At Category Manager level the total bonus potential is more likely to be at circa 10-20%, although this can vary significantly between organisations. Investment banks and Hedge Funds continue to pay the highest rates and offer the highest bonus potential, followed by retail banking and insurance sectors and other financial services sectors falling a little way behind. Due to central London locations of the majority of FS organisations, a company car is not usually offered as part of the package. Within the **Technology** sector we haven't seen a significant increase in rates, however most packages come with car or car allowances and reasonable bonus potential and additional benefits. Within the **Retail** sector, organisations continuing need to change their business model, to reflect the trends to online shopping and changes in supply chains, have seen rates stay fairly solid for specialist with Hard and Soft FM, Logistics, Professional Services, HR and Marketing category expertise. With the retail supply chain model changing so fast supply chain efficiency, security and corporate responsibility are key issues in this sector; and candidates who are comfortable in this rapidly changing and dynamic environment can prosper. In the **Energy and Utilities** sectors we have continued to see a slight uplift in salaries as the demand for skilled FM and Construction specialists for investment in capital projects continues. Many organisations in this sector are also beginning to bring in flexible working to attract the best candidates from out of the area, as well as Investment in higher level (senior) procurement professionals. Benefits packages are usually competitive with the offer of a company car for mid and senior level roles. In the **Manufacturing, FMCG** and the **Automotive** sectors Indirects specialists' salaries are on par or slightly below those in the Technology sector; however benefits packages are reasonable and often a car allowance will be part of the package. In the **Not for Profit** sector we have continued to see a slight increase in salaries as many organisations recruit higher level procurement professionals with the aim of making the organisation more commercial. We have seen the addition of things like London Weighting and additional market supplements to bring salaries up, but they are still below market rate for Procurement; and they still rely on people who would like to work in the Charitable sector. They do however often offer good pensions and other non-cash benefits that may be important to some people, for example flexible working/working from home and a relaxed atmosphere and dress code.

### *Location and Salary Package...*

The effect of geographical location on Procurement Salary/Packages mirror overall regional salary variations, as you would expect. On a general basis **London** and areas commutable to London have the highest salaries with circa 20% premium for these roles. However we have seen **Manchester** taking off recently, with new hubs setting up there for a number of major procurement teams which has had a knock on effect for **Northern** based employees. Certain areas always seem to struggle to find good people due to a lack of professionals in that area, the **South Coast** being a particular example. As you would expect the highest salaries can be found within **London** and the **South East**. Investment banks and to a lesser extent other financial services organisation within London raise peak salaries compared to the UK overall. Technology sector companies distributed along the M4 corridor and through the **South East** also offer strong salaries for Procurement and Vendor Management professionals who have relevant and comprehensive subject matter expertise. Companies in the Pharmaceutical sector are more **geographically dispersed** throughout the UK, but despite this they can still offer some of the best packages. With the demand for talent ever more competitive, corporates' candidate sourcing is becoming more globalised; with many organisations actively searching or willing to consider candidates from other countries or continents, providing they have the verifiable skills and attributes that are needed. These organisations are offering attractive benefits and relocation packages to secure the right people. We have also seen a considerable rise in clients moving towards packages that offer some form of agile / flexible working.

### *The Rise of Flexible Working...*

Genuine flexible working is still very much the exception rather than the rule and does not seem to be industry specific. Most clients do offer some form of flexible start and finish times but genuine working from home for more than one day a week is still unusual. A few companies have embraced a fully flexible working from home policy but it's unusual. One final note to remember, most individuals contracts do not commit to a flexible policy from day one but more flexible working arrangements evolve over time.

## ABOUT BEAUMONT SELECT

Beaumont Select is a niche Procurement, Supply Chain and Vendor Management Recruitment Specialist, supporting a primarily blue chip and global client base, delivering both Permanent and Interim Procurement Recruitment Solutions. We have an enviable track record, matching the best Sourcing Professionals with exceptional Procurement, Supply Chain and Vendor Management jobs in FTSE100/250, Fortune 500 and other major name organisations. We work with Clients and Candidates throughout the UK, Europe and Worldwide. We are Certified Members of the Recruitment and Employment Confederation (REC) and are ISO9001:2015 Quality Certified for the provision of permanent and interim procurement and vendor management recruitment solutions worldwide.

### Typical roles we are asked to fill:

Purchasing Assistant, Purchasing Analyst, Supply Planner, Demand Planner, Supply Manager, Junior Buyer, Buyer, Senior Buyer, Purchasing Manager, Category Manager, Sourcing Manager, Contracts Manager, SRM Manager, Vendor Manager, Senior Category Manager, Senior Sourcing Manager, Purchasing Consultant, Purchasing Specialist, Purchasing Director, Head of Procurement, Chief Procurement Officer, Head of Vendor Management.

### Our Clients:

Banking & Financial Services, Information Technology, Telecoms, Management Consultancy, Pharmaceutical, Oil & Gas, Hi-Tech, Utilities, Public Sector, Engineering, Automotive, FMCG, Retail, Not for Profit and Media.

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LEADERS IN PROCUREMENT & VENDOR MANAGEMENT RECRUITMENT