

## Interim Procurement Specialist - FM/Travel/HR/Professional Services

### PROFILE / KEY SKILLS

### PROFILE

A highly successful Interim Procurement Specialist with extensive international experience in Supply Chain and Project Procurement Management. Broad range of sector experience including: financial and professional services, telecoms, petro-chemical, construction, retail, tour operations, entertainment, services, health & pharmaceutical and advertising/market research. Managed single projects of over £25 million and annual spends of circa £100 million. Significant savings achievements in all categories.

Extensive contract drafting and broad category management experience: soft & hard FM, Travel, Fleet, Distribution & Shipping, HR (recruitment and benefits), Construction, Telecoms, Business Information, P-Cards, Software as a Service, Professional Services, Health Care, Medical Communications and Tax Advisory Services. Led outsourcing exercises in logistics, fulfilment and FM and managed procurement projects ranging from offshore construction to charge card and MM system installations. Highly refined influencing, inter-personal and man-management skills. Successfully presented business cases to both internal and external board level decision makers. Degree and MCIPS qualified.

### CATEGORY / COMMODITY EXPERIENCE

#### FM:

- Savings of £60K (15%) & enhanced service levels achieved by rationalising courier suppliers and initiating implanted service .
- Reduced cleaning contractors from circa 300 to 6 – savings of £250K+ p.a.
- Moved from reactive to PPM/helpdesk system saving £120K+ on £1m spend.
- Catering supplies– supplier rationalisation and savings of £1.2m from £8m.
- Pan-European fleet management – fleet sizes from 250 to 1000 cars, both contract hire and ECO schemes, savings of £250 to £500K achieved without vehicle downgrades..

#### Travel:

- Developed strategy and negotiated discounts from 10-40% on £20 million air spend. Implemented and policed preferred carrier programmes.
- Negotiated additional reductions on Eurostar tariff.
- Developed UK and European preferred hotel programmes. Savings of 20% achieved on Brussels hotels alone by rationalisation from circa 30 to 6.
- Pan European hire car deal implemented with savings of circa £50K.
- Implemented and/or improved chauffeur hire contracts.
- Managed Global TMC RFP.

#### HR:

- Implemented circa 10 perm & temp contract labour contracts with reduced charges and enhanced T&C's.
- Implemented circa 5 contracts for elements of flexible benefits package (retail vouchers/child care/insurance).
- Pan-European Executive Search contracts.
- Implemented / renewed PMI, GIP, Group Life Assurance, Pension Administration and Personal Tax Advisory contracts, achieving significant savings in all (savings of £250K achieved on PMI renewal).

#### Professional Services:

- General Insurances.
- Tax Advisory services.
- Negotiated with "big 4" providers and constructed Global Framework Agreement for Corporate Tax Compliance, Tax Advisory & Related Services.
- Actuarial Services, DC & DB pension and associated benefits management.
- Undertook major review of provision of Actuarial Services for Global Bank.
- Savings of 17% and enhanced terms achieved on general insurances for the Group.

#### Marketing:

- Business Information – formalised circa 40 agreements with enhanced terms, savings of circa £200K.
- Subscriptions & Journals – rationalised supply bases and implemented SLAs.
- Sponsorship & PR – implemented new PR contracts and negotiated cost reductions (£70K total) and enhanced terms on circa 10 existing agreements.



## CAREER PROGRESSION

**Global Pharmaceutical Company: Purchasing Manager:** **2012-2013**  
(original 3 month contract extended twice)

### Major achievements:

- Renewed recruitment PSL – circa 12 suppliers. Refreshed Medical Communications PSL, involving both major RFI and RFP, to take account of new technology advances and pharmaceutical market practice changes.
- Supported pan European fleet analysis project. Managed pan-European venue sourcing and Swiss preferred hotel RFPs.
- Ongoing procurement support (RFP issue/ tender review/ negotiation support/ contract drafting) to European tax director on global tax services RFP and European HR team on Swiss personal taxation and payroll services review.

**Global Marketing Services Organisation: Purchasing Manager:** **2012-2012**

### Major achievements:

- Ran RFI project to consolidate circa 1000+ translation services providers globally with a savings target of \$1 million and target PSL of only 6 suppliers on a spend of circa \$12 million. RFI completed and RFP readied for release. Rationalised UK viewing facilities PSL from circa 80 to 23, with savings of circa 15% (\$90K).

**Leading Name Services PLC: Purchasing Manager:** **2011-2012**  
(original 3 month contract extended once)

### Major achievements:

- Travel – managed global travel management project from RFP to start-up and full OBT implementation in UK, India, Europe and LatAm. Total spend of circa £8.5M per annum, with defined savings target of 10%.
- General Insurances - implemented global approach to procurement - £3M spend, savings circa 5%.
- Fleet – circa 1000 cars ECOS and contract hire - led cost reduction taskforce – annual savings of circa £250K p.a. identified. Implemented accident management, mileage audit and new fuel card agreements. Total spend circa £7 million, savings circa 5%.

**Regional Department of Health: Interim Procurement Change Manager:** **2011-2011**  
(original 3 month contract extended twice)

### Major achievements:

- Responsible for supporting the Catering and Hotel Services Managers by negotiating aggressively priced consumable supply contracts to meet consolidated spending review cost reduction targets.
- Assigned responsibility for additional projects in Nursing and Domiciliary Care commissioning when project schedule was under threat.
- Total spend of circa £5-6 million in FM and a similar amount in Care Commissioning. Direct savings of circa 6-7% achieved through negotiation increasing to circa 10-15% once process engineering recommendations have been implemented.

**Global Telecoms PLC: Sourcing Manager:** **2009-2010**  
(original 3 month contract extended 3 times)

### Major achievements:

- Managed a variety of indirects sourcing projects including building refurbishment, telecoms and HR but primarily focussed on mobile phones and compensation & benefits. Re-negotiated provision of PMI, Life Assurance and Income Protection insurances, Occupational Health and Employee Assistance contracts



achieving savings of circa £500K on a spend of circa £3 million.

- Implemented new contract for DC pension scheme management reducing commission charges by circa £49K p.a.
- Achieved savings of circa £670K on mobile phone spend of circa £4 million by rationalising and re-negotiating contract terms.
- Assigned to resolve major contractual issues delaying £5 million office refurbishment and broadband upgrade projects.

## Major Technology Company: UK Purchasing Manager:

2009-2009

(original 3 month contract extended twice)

### Major Achievements:

- Managed complete UK directs (telecoms) and indirects portfolio, supervised trainee buyer and recruited permanent replacement for self.
- Major directs projects included negotiation of re-seller agreements for £2 million O2 mobile phone, £1 million Opal fixed line rental and £4 million Avaya network equipment.
- Negotiated lease renewal on satellite London office, achieving rent reduction of circa 11%. Increased scope of JDE support contracts to full SAAS, achieving savings of circa 30% on annual running costs of circa £210K.

### Earlier Interim Positions:

Major Consultancy	Senior Consultant	2008 - 2009
Leading Services Company	Group Purchasing Manager	2008 - 2008
Retail Group PLC	European Purchasing Manager	2008 - 2008
Global Bank	Sourcing Lead	2007 - 2007
Major Telecoms PLC	Procurement Manager	2006 - 2007
Global Petrochemical Company	Regional Category Specialist	2005 - 2006
Leading Consultancy	Senior Consultant	2005 - 2005
Leading PLC	Lead Consultant	2004 - 2005
Major Telecoms Company	UK Procurement Manager	2003 - 2004
QP Group/Johnson Services	Lead Consultant	2003 - 2003
Major Bank	Vice President	2003 - 2004

## ACADEMIC & PROFESSIONAL QUALIFICATIONS

- BSc (Hons) (2 ii) Metallurgy
- Chartered Institute of Purchasing & Supply MCIPS Graduate qualified

## LANGUAGES

- English (Native), French (semi-fluent), German (good)

