

## Buyer and Contracts Manager

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<b>Reporting to:</b> Head of Supply Chain & Procurement	<b>Direct Reports:</b> None
<b>Department:</b> Finance & Operations	<b>Location:</b> Harrow/Watford

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### Company information

Established in 2000, Clinisupplies is a UK based medical devices company specialising in the manufacturing and marketing of products for the primary and secondary healthcare sectors.

#### *Mission*

To enhance quality of life and provide peace of mind

#### *Vision*

Access to precision MedTech for every patient, globally

#### *Values*

- Agile
- Inquisitive
- Collaborative

### What do we stand for?

#### *Same on outcomes. Better on price*

At Clinisupplies, we want to make a difference in healthcare. That means understanding our customers' needs and delivering on their biggest priorities. We recognise that the NHS needs to offer quality of care and save money – that's why Clinisupplies offers products that are designed to deliver value to customers. With a strong focus on Urology, Wound & Skin care, and Wound Closure, our products and services are developed to assist clinicians and patients, with practical solutions that provide high quality outcomes at an exceptional price.

### Role summary

This role is responsible for procuring the goods and services that Clinisupplies requires for either our Wholesale or Direct-to-consumer business. It includes identifying the material needs of the organisation, finding services providers who can supply the goods, negotiating prices and arranging for the purchase and delivery of the goods. Additional responsibilities include the facilitation of all contract and tender submissions, maintaining all records of awards and actioning any related queries regarding the contracts in a timely manner.

## **Key responsibilities**

*The following provides an indication of the key responsibilities involved in this role but is not intended to be an exhaustive list of all duties that you may be required to do.*

### **Planning**

- Using available data sources, check stock levels regularly (daily, if required) and plan future demand to ensure stock is always available for sale and that appropriate stock levels are maintained
- Regularly review all available stock holding reports available from key suppliers, vendors, and distribution partners to ensure that targets are being met and demand/forecast expectations are being captured and fed into our internal demand planning process
- Play a key role with stakeholders to build an accurate 12-month rolling forecast for volume expectation. Measure forecast accuracy against actual demand on a monthly basis and report to line manager

### **Purchasing and Logistics**

- Place Purchase Orders with suitable suppliers for specified goods, ensuring that:
  - Goods are purchased at a competitive price to meet Clinisupplies margin requirements
  - The quality, quantity and performance of goods are as expected and aligned to standards
  - Expectations for delivery dates are set in advance, tracked and evaluated regularly; and delayed shipments are followed up urgently
  - Orders are placed in a timely manner – as driven by the demand planning process – to ensure stock is available for sale and appropriate stock levels are maintained
- Manage transportation of all goods with freight-forwarders and third-party logistics providers, optimising the delivery of planned orders, managing container loads and choosing appropriate shipping methods to appropriately balance cost vs. speed of delivery
- Oversee all additional costs for movement of goods (e.g. agency fees, import taxes, etc.)
- Update all systems (e.g. SAP) and records (e.g. Shipping Schedule) with all live order and shipping information to ensure the wider business has all the information it needs
- Manage all shipping documents and payment requests (e.g. Bills of Lading, Packing Lists, Commercial Invoices), notifying all key external providers and internal stakeholders when documents are available to support readiness for arrival of shipments at each stage of the supply chain
- Procurement of internal office supplies, packaging and equipment as required (e.g. stationery, printer toner, cardboard boxes, envelopes, IT equipment, uniforms, etc.)

### **Supplier management**

- Build and maintain strong professional relationships with new and existing suppliers
- Play a key role in sourcing additional suppliers to support a multi-sourcing strategy to improve margins and spread risk across the Clinisupplies product range
- Work closely with freight-forwarders and third-party logistics providers to ensure deliveries are OTIF (on-time in-full)
- Proactively monitor and manage stock levels at all (internal and external) warehouse locations to ensure that appropriate stock levels are held and that efficiencies are created to support improvement of processes and cost reduction
- Assist with regular stock take exercise at all warehouse locations and manage resolution of discrepancies
- Ensure all key suppliers have an account on the Clinisupplies AP Portal and can upload their invoices for processing, approval and payment
- Manage the end-to-end Labour Standards Assurance System (LSAS) for Clinisupplies. Liaise with all suppliers to ensure they meet expected standard requirements, manage and develop the appropriate policies and procedures, ensure all necessary paperwork is in place, including maintaining the list of approved suppliers

- Assist the Regulatory Team in conducting the annual LSAS audit, providing them with any necessary paperwork and following the internal audit, escalate any areas of concern to line manager

### ***Contract management***

- Play a key role in the development of Service Level Agreements (SLAs), distribution agreements and terms of contracts with suppliers to support the delivery of high levels of service and negotiation of favourable terms and prices
- Lead the management of tender preparation and submission for Clinisupplies
- Maintain a live tender and contracts calendar (12 months ahead) and reporting monthly (or more frequently if requested) to the Leadership Team and other necessary stakeholders of any upcoming tender opportunities
- Regularly check the tender portal for notifications of the latest tender releases (PINs, ITTs, etc.) and associated documents and prepare notifications to appropriate stakeholders as needed
- Proactively develop and lead the process of preparation for, and submission of, all appropriate tender opportunities for the Clinisupplies business; being the single point of contact for all internal and external stakeholders, developing a project plan, assigning tasks to the project team and gathering, checking and signing all paperwork for submission to the relevant parties/portal
- Manage all utility contracts and support cost optimisation
- Be on-hand to deal with ad-hoc queries from providers (e.g. NHS Supply Chain) and lead preparation and submission of any additional paperwork

In all tasks and responsibilities, accurate records should always be maintained.

### **Skills and experience required.**

#### ***Experience***

- Experience in procurement and/or logistics – ideally with ERP systems experience (e.g. SAP, Oracle, etc.)
- Contract management, negotiation or tender management experience
- Healthcare industry experience is an advantage
- Excellent Microsoft Office skills

#### ***Skills***

- Commercially astute – aware of the impact of your actions on the top and bottom line results
- Well organised and adaptable – excellent planning skills and ability to execute to deadlines, with flexibility to meet the changing needs of the business and the role
- Practical thinker and problem-solver – good concentration and focus that allows you to clearly think through a problem and provide a practical, tangible solution
- Logical and analytical – process-driven mindset with the skill to analyse qualitative and quantitative information to support good decision making
- Good communicator – you can listen and speak confidently and sensitively to others as well as being able to use tools to help others understand the issue at hand
- Self-motivated team player – you can work independently and as part of a team

Clinisupplies is dedicated to the continuous development of our employees and offer excellent career prospects for the strong candidate. We offer an attractive benefits package including a competitive salary, 26 days holiday (increasing with service) plus bank holidays, pension, profit related pay, life assurance and personal accident insurance.

Clinisupplies Limited is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.