



Job Title

Procurement Analyst



the finer details

Which site am I based at?

YVHQ

Which team am I a part of?

Procurement

Who do I report to?

Head of Procurement

Who do I look after?

N/A

Team size?

N/A

Do you have responsibility for a budget?

N/A

the purpose of your role

You support the Procurement team through the collation and reporting of procurement data. Ensure business clarity around raw material pricing providing accurate analysis of supplier price proposals or market price movements, and supporting procurement budgeting and monthly reporting.

You will support procurement category and supplier management activity, issuing and reviewing tenders, analysing supplier KPI and service level information.

Helping to deliver the strategic priorities within the Yeo Valley 5-year plan.

Your responsibilities:

- ♥ Analysing and reporting on the potential impact of supplier price changes/proposals
- ♥ Overall management of the Procurement data, including supplier database and supplier spend and usage reports
- ♥ Support the Procurement team in the preparation of financials for business cases/projects to support the delivery of the Yeo Valley 5-year plan
- ♥ Support the procurement team with the preparation of the procurement consolidated annual budget; and the monthly and quarterly re-forecasts for all direct and indirect spend.
- ♥ Support the Procurement Managers in conducting market reviews and analysing tender documents.
- ♥ Support collation of supplier performance reports.
- ♥ Provide the procurement team with data analysis to enable advised monthly commentary and to highlight any procurement risk and opportunities..
- ♥ Calculation and issuing the monthly raw material cost schedules
- ♥ Monitoring dairy ingredient usage against commercial targets

TOGETHER



AMBITIOUS



DISTINCTIVE



TRUSTED



qualifications & experience

Essential:

- ♥ Enjoys analyzing complex data
- ♥ Excellent administration skills
- ♥ Produce work of high accuracy and detail
- ♥ Uses own initiative to find solutions and able to work to deadlines
- ♥ Able to develop and refine existing processes and systems.
- ♥ A team player, provides great internal customer service.
- ♥ Must have a positive outlook and a clear focus on service quality and attention to detail
- ♥ Must be proficient in using Microsoft Excel and experienced in other Microsoft Office Software

Desirable:

- ♥ Procurement knowledge

what good looks like for this role

Demand & Requirements Planning

Level –

Analyses data and provides accurate supplier spend and performance reporting to the procurement team and wider business.

Category Management

Level –

Supports development of procurement strategies providing internal and external analytics insight.

Sourcing & Evaluation

Level –

Supports development and analysis of sourcing documentation.

Supplier Management

Level –

Provides critical analysis on supplier performance. Monitors supplier performance against pre-agreed standards.

HR use

Date of last review:

Job reference no:

Job level:

Job family: