



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Procurement Specialist
Internal Reference	OBU-0171
Business Unit / Group Function	OBU
BU Team / Sub-Function	Procurement
Location	SBP
Team Leader Role	Global Category Manager
Role Level	4B
Team Members	No
Role Purpose To support the Procurement Packaging team by managing data input in line with team and supply chain requirements including NPD processes, pricing, and invoicing; and by engaging with sourcing leads on agreed projects and initiatives to continuously improve procurement skills and capability.	
Accountabilities • Deliver and implement allocated initiatives within the procurement plan, collaborating with key internal and external stakeholders to deliver in line with the packaging agenda. (Luxury Support Specialist). • Support sourcing leads by updating and maintaining pricing fields on IFS supplier blankets. • Process all NPD Change Requests within IFS, briefing suppliers, requesting prices, and updating relevant IFS price and vendor fields as required. • Support the business teams as required in order to maintain the agreed packaging governance processes. • Participate in nominated NPD projects, specifically attending project team meetings and feeding back appropriate information to sourcing leads. • Support the material change control and costing process, alongside the PO process as required. • Manage self-bill reporting to suppliers and subsequent reconciliation of prices to minimise invoice queries. • Liaise with procurement leaders to identify gaps & sourcing opportunities, supporting the on boarding of new supply partners in line with business requirements. • Support the collation of functional and supplier KPIs, on time reporting, and performance insights to the appropriate leadership teams. • Follow and comply with all WGW processes, standards, and guidelines in the performance of your role, reporting any non-conformances in a timely manner. • Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.	