

Procurement Manager Projects South Equans

Company

www.equans.be

Context of the role – spend - organization

- Geographical scope of internal clients: BeLux
- Geographical scope of team and majority of projects : Southern part of Belgium
- Geographical scope of suppliers purchased from: Global
- Contract agreement accountability
- Strategic sourcing role/negotiation role for high value/critical deals
- Variety of purchases dealt with (e.g. >20 categories)
- Manage strategic or critical suppliers
- Impact on profit of operations: high
- Impact on continuity of operations: high
- Technical complexity: high
- Contractual complexity: high
- Wide autonomy within a set of defined policies, processes and objectives to be interpreted
- Contribution to an annual addressable spend: up to €1B
- Report to the Head of Procurement Projects/Chief Procurement Officer -2 (hierarchical)

Role purpose

Ensure that the goods and services needed by the companies of Equans BeLux are provided in time, with the right quality, and in alignment with the business and procurement targets including Group strategy, while mitigating the risks, respecting the Group HSE, ethical and CSR principles and capturing innovation

Key responsibilities

- Mission, strategy & objectives setting
Contribute to the operationalization and implementation of the Mission, strategy and objectives setting of Procurement BeLux
- Policies, processes, governance & organisation
 - Contribute to design and implement the proper procurement policies, processes and organisation in order to achieve the goals set for the organisation
 - Communicate, roll-out and enforce Group and Equans BeLux procurement governance throughout the organisation and towards internal and external stakeholders
- Methodology & tools
Put in place, improve and ensure methodology and tools (supported by Procurement Excellence)

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- **Marketing**
Support to increase the visibility of the procurement activity and organisation (internal and external) and develop/support initiatives within/outside the Group in order to position Procurement, to optimize the working together and create synergies where possible with all the stakeholders
- **Targets & Savings**
 - Work towards, follow-up and report on procurement savings targets in your scope
 - Ensure that the savings are reported according to the required guidelines
 - Ensure delivery of business and procurement targets
- **Team management**
 - Manage, support and develop the team. Guide them through the purchasing processes in full compliance with the company's set ethical code in order to have a motivated and performing team to realize the Purchasing strategy
 - Create a work environment that attracts talent, facilitates open discussion and result-driven teamwork
 - Support the team in developing a savings mindset and approach
- **Procurement project lead (PPL)**
 - Manage/Coordinate the procurement support for the overall project (including coordinating other Procurement contributors if applicable)
 - Procurement SPOC for the project for the internal client and other stakeholders
- **Contract manager (CM)**
 - Manage contract lifecycle of existing contracts (contract renewal, contract optimization, ...)
 - Negotiate and manage new (recurrent) contracts
 - Support other roles (PPL, SME, ...) with contract management expertise and administration expertise
 - Act as moderator in discussions between internal clients and suppliers
 - Collaborate with other Procurement teams to ensure contract management in line with procurement governance (e.g. negotiate catalogs with supplier and inform analyst for upload)
- **Subject Matter Expert (SME)**
 - Develop and maintain expertise (market knowledge, innovations, ...) in one or more procurement (sub)categories
 - Support other roles (CM, PPL, CLB, ...) where recommended with your (category) expertise
 - Manage main negotiations in your domain
 - Support category activities in line with Group requirements (* activities are defined by Equans Group and aligned with Equans BeLux)
- **Global Category lead buyer (GCLB)**
 - Manage category in line with Group requirements
 - Geographical scope is broader than BeLux
- **Supplier relationship manager (SRM)**
 - Apply the SRM governance to suppliers within your scope
 - Manage supplier (relationship) reviews (where reviews are required) (including up-to-date supplier card, ...)
- **Buyer**
 - Manage purchasing request in line with purchasing policy and service levels (ensure competition where needed, negotiate, contracting, ...)
 - Mainly handle files >€10mln and/or critical files
 - Coach other buyer profiles
- **Operational**
 - Manage purchase requests

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- Manage purchase orders (PO)
- Vendor management (Vendor administration, Sudoca, ...)
- Other Operations support (PIP, ...)

Profile

- University master or equivalent by relevant experience
- Minimum >7-10 years experience in multi-technical domains
- Expert procurement skills and knowledge: negotiation, contracting, financial and cost management, contracts and purchase law
- Very good communication & influencing skills
- Proficiency in procurement tools
- Proficiency in Office suite (Word, Excel, PowerPoint, Outlook)
- Proficiency verbal and written in French (mother tongue or equivalent) and English (professional level)
- Experience in leading large procurement projects
- Good team leadership experience (min 3 years experience in managing a team, preferably in a multi-site environment)
- Stakeholders management
 - Contacts at high level/senior/middle management, with diverse, critical or unstable stakeholders
 - Formally represent the company internally and externally (towards suppliers, ...)
- Medium to high complexity/diversity of domains, processes & environments dealt with (majority of the elements apply)
- Autonomy and authority
 - Wide autonomy within a set of defined policies, processes and objectives to be interpreted
 - Power of signature according to the applying powers of signature
- Specific business acumen/expertise
Good understanding of the business deployed in the Operational Entities

Apply?

Please send your application and/or CV to Annemie Schuermans: annemie.schuermans@progressio.be
(+32 471 42 63 23)