



Procurement Manager CTME LLC

JOB DESCRIPTION

POSITION DESCRIPTION

Position Title	: Procurement Manager
Department	: Finance
Reporting To	: Finance Manager
Subordinates	: None.
Grade	: D
Date Prepared	: 10/03/2021
Contract Period	: 2 years
Hours of Work	: Flexible working hours to suit the needs of the business, working from home. In the office or on site is to be expected. CTME will manage the working week in line with the UAE labour Law. Hours worked outside of this can be compensated as time off.

Background

CTME LLC is a company that is renowned for and specialises in LED screen and Projection systems, delivering a wide range of activity and projects across the Middle East region. The core business is Live Events; however, the company has several revenue streams which means it also delivers System Integration Projects, provides Venue services, Communications, Full-service Delivery, Virtual reality projects and undertakes Sporting Event Perimeter screen management. The company has grown substantially and is constantly diversifying into other areas of business. The staff at CTME are expected to be proactive, adaptable to change and enjoy being part of a successful developing business.

Job Purpose

As Procurement manager the purpose of the role is to be the main company representative to local and international companies in the procurement and logistics of the company's requirements across all purchasing requirements. To set up corporate accounts and negotiate the best rates and prices for purchases and for the associated logistics.

Key Responsibilities

- Actively develop strategic relationship development and management of key suppliers and new suppliers
- Maintain financial standards, best practices, process, and document control to support the procurement of goods.
- Ownership and development of procurement strategy pre-qualification, evaluation, and monitoring of supply chain.
- To provide critical on-site support and decision making in relation to receiving and shipping of goods.
- Management of procurement budgets and approved expenditure
- Liaison with Business development and support for Bids/proposals in terms of sourcing goods and pricing / delivery
- Attendance at Finance meetings and Procurement meetings when required.
- To work collaboratively on projects and risk assess procurement requirements of projects ensuring just in time delivery.
- To actively support CTME on locating and securing best pricing and best value
- Day to day management of the procurement budget and associated logistics processes
- To actively support the company in retaining ISO standards achieved and manage nonconformity along with review and development of SOP's and corrective logs.



Procurement Manager CTME LLC

- To attend the team meetings as directed as part of the CTME communications strategy.
- To be the responsible person for the receipt of goods and custom clearance and TRA approvals
- To ensure all internal audit requirements are met.
- To liaise with all CTME departments in relation to warehouse requirements and warehouse activity
- To undertake additional duties relevant to position skills and experience.

Specific Responsibilities

- Assess and cost to ensure the Procurement is commercially viable, includes adhering to all financial requirements and processes.
- Procure the technical requirements and resources for all CTME requirements.
- Manage the time for the Procurement and the CT personnel resources including schedules and logistics.
- Produce and manage Procurement schedules including related resources planning.
- Manage the supply chain and procurement for the projects.
- Provide onsite leadership and direction for the CTME team, suppliers, and on occasion the client.
- Supervise to ensure adherence to all CTME conditions and standards during delivery including Shipping to site and associated handover.
- Produce, supervise, and oversee production and storage of all Procurement documentation.
- Calculate, negotiate, manage, and oversee supplier Agreements.
- Develop and maintain working relationships with suppliers both new / old.
- Review assesses and cost for RFPs with commercial and technical expertise & knowledge.
- Maintain, develop, and administer Procurement structure.
- Produce system designs using appropriate software packages. Such as Navision.
- Troubleshoot any suppliers' issues and manage rectification.
- Implement and supervise Standard Operating Procedures.

General Responsibilities

- Attend company and departmental meetings as required.
- Deputise for other team members, as necessary.
- Support the projects teams in assessing bids and feasibility of a project.
- Manage junior personnel and sub-contractors.
- Quality financial record keeping, and general administrative duties as required.
- Be able to work unsupervised and have ability to lead a team.
- Undertake training for company personnel and clients.
- Manage own health and safety and that of other people who may be affected in the workplace.
- Ensure personal and team presentation, punctuality, and reliability, which reflect the corporate image of CTME.
- Effective communication and interpersonal skills.
- Strong attention to detail and quality of work.
- Fluent in English, written & spoken.
- Friendly & approachable
- Excellent communication skills at all levels
- Willingness to work as a team member



Procurement Manager CTME LLC

Skills and Experience

- Good Procurement Management experience.
- Experience of managing large budgets and cashflow.
- Knowledge and evidence of System integration and Technical event systems.
- Experience of managing suppliers.
- Experience of Procurement management tools.
- Experience of management of procurement logistics.
- Experience of senior Procurement management and personnel management skills.
- Knowledge of construction H&S, site management and logistics
- Experience of Warehousing and procurement documentation and customs duties.
- Experience of operations and implementing procurement systems.
- Excellent personal skills and the ability to maintain commercial networks.
- Knowledge and experience of current entertainment technology required for large scale projects.
- Knowledge of relevant software programmes and evidence of using them.
- Experience of conflict negotiation and relationship management.
- Methodical working practices.

The description is not intended to be an exhaustive list of all duties, responsibilities, skills or working conditions associated with this position. This job description is intended to be an indication of the scope of the role. In addition to these functions employees are required to carry out such other duties as may reasonably be required.