

# Procurement Manager

## About the role

Procurement is part of Anvelo's commercial business unit. Procurement roles are generally client-facing and focus on delivering end to end procurement strategies, including assisting with winning work, driving value for money outcomes and post-contract management with critical vendors.

You will facilitate appropriate strategies to ensure successful supply chain engagement – from package inception to final execution of contract documents. Working both autonomously and as part of the broader Anvelo team, you will be tasked with delivering the highest level of procurement services to clients in the heavy construction and infrastructure industry.

## Key responsibilities include:

- Lead the planning and management of end-to-end procurement process.
- Lead the engagement across multiple projects to develop a tender evaluation methodology.
- Manage and lead a team of procurement professionals, including work allocation, to deliver procurement within the applicable governance frameworks.
- Develop and implement procurement plans.
- Coordinate the development and ongoing maintenance of comprehensive supplier performance management plans.
- Develop, implement and manage procurement strategies in alignment with panel strategies and specific business needs.
- Provide procurement support and oversight to pre-contract activities such as market intel, vendor engagement pricing and capability requirements.

## Experience and skills needed:

- Demonstrated end to end procurement and contract management/administration experience acquired previously in a large and complex organisation.
- Experience in the public sector, infrastructure, construction, facilities industries is ideal.
- Experience working with and managing multidisciplinary project teams with good understanding of the processes for procuring services for different projects.
- Exceptional communication skills both written and verbal.
- Demonstrated ability to lead teams and work independently.
- Manage and prioritise demands, handle multiple complex tasks, set and meet deadlines and follow through within a fast-paced environment.
- Advanced skill level in Excel required.