

Product and Sourcing Manager

Job title: Product and Sourcing Manager

Function: Product Lifecycle Management

Manage the portfolio of products providing brand roadmaps, product briefings, features & benefits analysis, USPs, competitor analysis, to deliver a world class catalogue and service

Project Manage, implement, and champion product lifecycle process

Identify supply Partners and build robust relationships to streamline the portfolio of products, simplifying the range and identifying existing alternates

Drive down costs and deliver best value to the Business

Lines of Communication:

- Upwards – Director of Procurement
- Laterally – Data and Fulfilment Team

Responsibilities:

- To – Procurement Director

Hours of work:

- Minimum of 40 Hrs between the hours of 06:00 – 17:00
1 hour lunchbreak

Duties:

1. Responsible for the end-to-end product life cycle management –from cradle to grave
2. Responsible for project managing product launches and end of life
3. Managing all activities adjacent to product-e.g Allocation, Ctrl Cloud, Implementing VAS by product/customer
4. Manage the new product roadmap
5. Reporting on progress to all levels of the business
6. Manage the portfolio of products ensuring consistent brands, product briefings, features & benefits analysis; USPs; competitor analysis; pricing and discount models; safety and compliance data; specifications and description in the PIM/ERP/CRM/SVM
7. Sourcing of Products and suppliers, making full use of sourcing tools available and applying appropriate strategies (SVM)
8. Support that products are being purchased at the lowest total cost of ownership

9. Provide cost analysis and insightful information to support and enable strategic decision making.

10. Setting the strategic direction for the product offer taking input from the customer, supply partners and the wider business.
11. Support in the design and specification of products.
12. Work with supply partners, customers, and wider business where gaps in current range and supply are identified and introduce new products/identify substitutes.
13. Look to strengthen the current offer by introducing new innovative quality products.
14. Accountable for the system accuracy and integrity of product specification and pricing
15. Support customer tenders and the ad-hoc quote process with existing and new portfolio.
16. Taking the Lead on one of the software applications that are Procurement Led (SVM,PIM)*
17. Being a partner to the divisions. Understanding their needs and strategies*
18. Ensure all essential tasks assigned to you are completed daily, weekly and monthly as required.
19. Carry out any other additional duties that may be required from time to time.

ROLE PROFILE

Key responsibilities and approximate time split:

The key responsibilities for the role are included here and grouped under the following headings to give a feel for the emphasis and percentage split of the job:

<ul style="list-style-type: none"> • Internal Team • Supply Partners 	<p>80%</p> <p>20%</p>
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Personal Attributes:

- Customer focused
- Astute with good levels of business acumen
- Team Player
- Highly organised
- Attention to detail
- Extremely accurate
- Good level of IT skills
- Ability to multitask
- Time Management
- Positive with a “can do” attitude
- Good communication and problem solving skills



- Able to work under pressure and to thrive from the challenges presented

Business Focus

Meeting business needs:	Manage the range and associated data, collateral, certification information of products in the Tower Portfolio
	Manage the supplier portfolio

People Focus

Managing relationships:	Build and maintain professional relationships with all Tower employees, clients and supply partners.
Communication: verbal/written	Chooses the most appropriate method to communicate effectively with Tower employees, clients and supply partners.

Personal Focus

Personal organisation:	Recognises and completes administration tasks allocated in priority order and to meet timescales set.
Personal organisation:	Sets priorities to achieve personal and business targets.
Self-control:	Perform effectively and act with the upmost professionalism, remain calm even in the most challenging of circumstances.

Change Focus

Adaptability:	Responds positively to the changing needs of the business and its clients by adapting behaviour to maintain effective performance.
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Analytical Focus

Information gathering:	Seeks to obtain all relevant information when dealing with tasks allocated to support the general running of the business and to enable scrutiny of business functions.
Forward Planning:	Prepare plans, anticipate possible demands and outcomes and prioritise appropriately.
Decision Making	Make timely and balanced decisions based on available information and experience, seeks support from peers and senior staff members.

Quality Focus

Thoroughness:	Works logically and accurately, paying attention to the detail of tasks allocated and the timescales set.
Quality Conscious:	Consistently works to a high standard and looks for ways to improve current working practices and processes.



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The Skills required for this role:

■ Manpower	Seek to ensure resources are allocated for tasks to complete projects
■ Methods	Promote and encourage best practice. Maintain an efficient approach to administration tasks to ensure that outputs meet the needs of the business and its partners.
■ Materials	Work with stakeholders to project manage the phase in/phase out/contracted growth of products
■ Money	Work within functional budget, be aware of costs and allocate resources appropriately and look for savings opportunities.
■ Minutes	Accuracy, application of logic and prioritisation of tasks: daily, weekly monthly, periodically as directed.
■ Machinery	Work in accordance with Tower health and safety policies, and IT/Internet policies and procedures.

Last updated: October 2022

