

# job description



<b>Position title</b>	<b>Procurement Data &amp; Systems Supervisor</b>
<b>Date</b>	September 2022
<b>Line Manager title</b>	<b>Procurement Process &amp; Systems Manager</b>
<b>Grade</b>	12

## Purpose

To work closely with the Procurement Process & Systems Manager to meet all Procurement admin related objectives and goals. To provide the Procurement department with analytical capabilities to ensure Procurement data is collected, maintained, and transformed into information which then will be used to make procurement business decisions.

## Key responsibilities

- Become a 'go to' Procurement specialist on all used systems.
- Provide timely departmental reporting to stakeholders, including identification of trends and patterns in procurement spend information.
- Help ensure Procurement data and related analytical capabilities best support Category Management requirements.
- Ensure timely completion of corporate reporting requirements and response to formal information requests.
- Collaborate with the Procurement Process & Systems Manager to identify and implement opportunities for continuous improvement and build a culture of service excellence.
- Confidently and influentially partake in project meetings, particularly when new software packages are being implemented.
- Create test scripts and be actively involved in any of the Procurement departments user acceptance testing.
- Act as interface between system end users and system support.
- Participate in departmental/interdepartmental meetings to share best practice system knowledge.
- Provide user training (Procurement process & systems) and back up documentation on relevant systems.
- Build strong relationships within and across teams to positively impact business performance.

## Key responsibilities [cont'd]

- Ensure stakeholders are aware of their obligations, available systems, services, and how to access and use them.
- Ensure a high level of customer satisfaction, with any stakeholder system and support issues resolved in a timely manner
- Maintain open communications with stakeholders to receive feedback, ideas and support to continually improve the impact and influence of procurement's contribution.
- Record, manage and monitor KPI performance based on set targets.
- As Data Stewards, ensure system administration and data accuracy in accordance with the company data standards.
- Assist with any internal and external Auditor requirements.
- Support the creation and maintenance of buyer hosted & supplier hosted catalogues, punchouts and cXML connections.
- Occasional travel within the UK will be required and may include overnight stays.

## Skills

Looking for a proactive, pragmatic person who, on their own initiative, can undertake planning and organizing along with the ability to break down tasks and prioritise to get the job done.

The ideal candidate will be able to maintain, collect, analyse and interpret data and will be able to demonstrate following skills:

- IT skills. In Procurement department we use several different systems which needs to be understood and mastered.
- Analytical skills; ability to translate data into conclusions.
- Communication skills; ability to communicate data in a visual manner and ability to create understandable documents.
- Attitude; ideal candidate will be able to self-learn and research concepts they are not familiar with on their own accord.

Has a curiosity & thirst for finding things out and offering up improvements to systems and processes.

Ability to use the Coupa Purchase to Pay and SAP Enterprise Resource Planning systems.

## Behaviours

In line with SUEZ R&R UK's Health and Safety Policy the job holder is expected to;

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To cooperate with SUEZ R&R UK and with other employees in order to comply with health and safety law and SUEZ R&R UK's Health and safety Policies and Procedures
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.
- To ensure that within his/her areas of responsibility, SUEZ R&R UK complies fully with its legal duties in respect of the health, safety and welfare of its employees and of other people who may be affected by his/her actions or omissions
- To ensure that the responsibilities commensurate with his/her role as laid out in the Health and safety policies and Procedures are fully met.

## Knowledge

The successful candidate will be expected to learn & understand Procurement processes and will receive training on Source to Contract, Procure to Pay and financial systems. Knowledge of reporting packages (Cognos BI, Power BI) is welcomed but not necessary as the candidate will be trained on basic concepts of BI and will be expected to learn and improve their report writing skills.

Ability to use the Coupa Purchase to Pay and SAP Enterprise Resource Planning Systems is crucial.

Ability to communicate data in a visual manner and ability to create understandable documents would be beneficial.

Having worked in a customer helpdesk environment would be helpful.

Knowledge of the Waste Industry would be helpful.

Advanced Excel knowledge would be preferable but not essential

## Specific candidate requirements

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## Qualifications

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**Please note:** The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.