

Professional profile

I am a skilled procurement professional with experience managing multiple complex categories. My strong analytical skills combined with my creative negotiation has allowed me to progress quickly throughout my procurement career. Experienced in the merchant industry working with complex rebate agreements, I am able to quickly learn different product categories and apply procurement principles to excel.

Career summary

April 2020 – Present **Travis Perkins Group, Northampton**
Assistant Category Manager

- Negotiating annual trading agreements with suppliers. These include fixed and target rebates, settlement terms, marketing funds and any additional payments.
- Navigating fluctuating price increases via deferrals and rejections.
- Analysing and reporting on category sales, margin and volume using Business Objects and Excel to key business leaders.
- Project management. For example, liaising with procurement teams, QA teams, supply chain colleagues, marketing and finance for products sourced via the far east office.
- Setting category initiatives, from first idea through to implementation. For example, nominating products for “Trade offers”, setting promotional pricing, gaining supplier support, marketing the product and forecasting volumes.
- Manage strategic supplier relations.

Key Achievements/Projects

- I joined the team during the height of the Covid-19 pandemic, whilst alternative PPE had already been sourced I was responsible for maintaining the range and sourcing alternatives from the far east when availability came back to the market.
- I was responsible for designing and implementing a non-conformance spend dashboard. This data would be shared with regional directors to act upon with their branches.

August 2019 – April 2020 **Carlton Packaging, Milton Keynes**
Buyer

In my current role I am responsible for the sourcing and purchasing of products in the corrugated category, covering an annual spend of £8 million. Alongside this I work closely with the research and development team to manage and source new own brand products and opportunities. My key responsibilities include;

- Negotiate with suppliers for all new business opportunities and stocked products
- Maintaining close relationships with sales reps to project manage any new business opportunities
- Analyse company and market data and report any changes back to the business
- Source, audit and negotiate with potential new suppliers from the UK or abroad
- Monitor market trends, competitor activity and supplier growth to keep the category at the forefront of the market
- Publish supplier pricing schedules across the business and ensure they are maintained

Key achievements/projects

- Introduced and managed a monthly basket for review system, in which spend data is analysed to identify a basket of products to offer to the market. Since starting annualised savings have exceeded £40,000

- Created and implemented a Category strategy, published to company directors, to ensure category spend is with partnered suppliers with trading agreements

September 2017 – August 2019 Buildbase, Milton Keynes
Assistant Category Manager

In my previous role I was directly responsible for the Ironmongery, Builders Metal Work, Fixings, Workwear, PPE and Janitorial categories for Buildbase and the associated Grafton group brands, covering in excess of £20 million annual turnover. My key responsibilities included;

- Negotiating deal improvements through increased rebates and over and above cash sums
- Navigate fluctuating price increases (particularly through Brexit) via deferrals and rejections
- Analyse data and reports to understand areas of high and low performance across my categories
- Manage strategic supplier relationships and present findings and next steps to the Board of Directors
- Liaise with merchandisers, marketing and branch managers to present and promote category products in the most profitable way
- Work closely with the global sourcing team to find alternative products, maximising profitability
- Producing aged stock reports and arranging stock transfers between branches

Key achievements/projects

- Completing a tender on behalf of the procurement director for the concrete lintels category. I was able to secure an incremental £280,000 benefit to the business without disrupting any supply or lead times to our 180 Buildbase branches
- Secured a market price increase deferral with the key fixings supplier worth £25,000
- Consolidated the Janitorial category down to two key suppliers with no product gaps and an annual saving of £9,000
- Negotiated back a £21,000 deficit due to wrongly taken settlement discount whilst securing a further year extension and £10,000 benefit to a purchasing agreement
- Designed, managed and implemented planograms and core ranges throughout all categories to standardise our branch network

February 2017 - August 2017 Institute of Chartered Accountants, Milton Keynes
Business Administrator

In my previous role I was responsible for developing, implementing and monitoring efficient customer service and case officer administration for the business. My key responsibilities included;

- Business administration, including data entry and analysis for the customer service and student support teams
- Working with multiple software tools including a large CRM database and Microsoft Excel
- Reporting to all levels of management within the business
- Assist in day to day inquiries from staff and customers in a professional manner

May 2016 – July 2018 AFC Rushden and Diamonds, Northampton
Head Sports Therapist

Education & qualifications

- **Bachelor of Science, Sports Therapy- University of Kent - 2016 - First Class Honours**
Recipient of Undergraduate Kent Scholarship for Academic Excellence.
- **BTEC Level 3 Extended Diploma, Sports Studies - Milton Keynes College - 2013 - Distinction Star**
- **GCSE - Cedars Upper School - 2008 - 11 GCSE's A to C**

References available on request
