



NYETIMBER

PRODUCT OF ENGLAND

PROCUREMENT LEAD

LOCATION:	The Nyetimber Group London Office. Flexibility will be required to travel to Nyetimber sites, and to occasionally travel internationally, as needed.
REPORTS TO:	The Group Head of Brand – or anyone else that the company assigns.
RESPONSIBLE FOR:	Procurement Assistant
COMMUNICATORS :	Position works with team members (including Estate, Winery & Distillery), line managers, Heads of Departments, external agencies and providers.
MAIN PURPOSE:	The role oversees and enhances procurement and supplier operations across all brands, ensuring efficiency, cost-effectiveness, and strategic alignment. This role requires advanced expertise in managing and optimising the entire supply chain, from sourcing to final delivery, while leading a focused team responsible for various procurement activities.
SCOPE:	This role is the central point of contact between suppliers and The Nyetimber Group and manages procurement strategies and operations across all brands.

VALUES & MOTIVATORS:	PIONEER Nyetimber is the pioneer of English Sparkling Wine and high quality Spirits. To be a pioneer means ‘to not follow’ and this spirit is central to how we all think and operate when setting out plans and direction for the brand.	EXCEPTIONAL Exceptional goes beyond wine making and distilling, it extends to every touch point of the brand. At every possible opportunity Nyetimber should differentiate itself with faultless and high-quality execution and service.	JOIE DE VIVRE A feeling of joy, happiness, and sophisticated love of life that will give us an emotional connection to our customers around the world.
RESPONSIBILITIES:	Procurement • Develop and implement procurement and operational strategies aligned with overall company objectives. • <u>Stakeholder Engagement</u>: Liaise with senior management and other departments to align procurement activities with broader business objectives. • <u>Cross-functional Collaboration</u>: Coordinate with other departments, including Design, Marketing, Finance, The Winery, and Whisky Operations, to ensure seamless operations and alignment of procurement strategies. • <u>Supplier Relationship Management</u>: Oversee key supplier relationships, including contract negotiations, performance evaluations, and risk management.		

- Cost Control and Budget Management: Monitor spending and COGs, seek cost-saving opportunities, and manage the procurement budget to ensure cost-effective purchasing practices.
- Contract Management: Negotiate and manage contracts with suppliers, ensuring compliance with terms and conditions.
- Sourcing and Evaluation: Identify new suppliers and assess costings to continuously improve quality and reduce costs.
- Stock Management: Monitor and manage inventory levels, ensuring accurate records and optimal stock levels on POS.
- Change Management: Lead and manage changes within the procurement and operations departments, ensuring minimal disruption to business operations.
- Reporting lines: Responsible for the recruitment, leadership, development and line management of the Procurement Assistant, ensuring their professional growth and effective contribution to the team.
- Industry Insight and Sustainability: Stay informed about industry trends, regulatory developments, and potential new suppliers, particularly focusing on sustainability initiatives.

Project Management

- Oversight: Lead time management and scope for new projects, including involvement in new product development (NPD), working closely with Brand, Design and Operations.
- Cross-functional Project Management: Oversee multiple projects across the Nyetimber Group, from initial briefing to final delivery, ensuring alignment with brand strategy and timelines.
- Process Improvement: Implement continuous improvement procedures for maximum efficiency, including quality control and supplier evaluation.

Stock Control

- Inventory Management: Oversee stock control for POS activities, packaging, and collaterals, ensuring optimal stock levels across all locations.
- Logistics Coordination: Liaise with the Winery and Distribution Centre to support logistics and storage, ensuring a smooth flow of goods.
- Archive Management: Manage an accessible archive of all approved assets and artworks for items produced.

Additional Responsibilities

- Risk Management: Identify and mitigate risks associated with supply chain and procurement processes.
- Performance Monitoring: Develop and monitor key performance indicators (KPIs) to assess the effectiveness of procurement strategies.
- Supplier Logistics: Oversee the logistics and import management of suppliers, ensuring compliance with regulations and optimal operational efficiency.

**QUALIFICATIONS
& EXPERIENCE:**

- Previous experience working in a **creative** procurement department at a manager level.
- Relevant degree in purchasing management, finance, business or marketing preferred, or equivalent experience.
- Experience in direct liaison and presenting to Senior Executives.
- Working knowledge of luxury FMCG and market conditions highly beneficial.
- Strong understanding of procurement and negotiation techniques.
- Ability to work independently and with autonomy. **Self-sufficiency and direction are critical to role.**
- Excellent verbal and written communication skills.
- Strong decision-making, negotiation and conflict resolution skills.
- Able to travel to meet with suppliers and support Trade events/activations as required.
- Needs to conduct site visits to Nyetimber Estate, Winery, and The Lakes Distillery on a regular basis.
- Proactive and solutions-focussed mindset, sharing ideas and knowledges with peers and colleagues.
- Good knowledge of MS Office suite e.g., Outlook, Word, Excel, PowerPoint, Teams, Sharepoint.

To apply for this job, please email recruitment@nyetimber.com