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PROCUREMENT DIRECTOR

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JOB DESCRIPTION

As Procurement Director you report directly to the General Manager. You are responsible for shaping and executing the procurement strategy of the organization. This role involves overseeing the procurement process, optimizing supplier relationships, and ensuring the cost-effective and timely delivery of goods and services. The director will work closely with cross-functional teams, including finance, operations, to align procurement strategies with the company's overall business objectives.

KEY RESPONSIBILITIES

- **Strategic Purchasing:** Develop and implement a comprehensive procurement strategy that aligns with the company's long-term business goals.
- **Supplier Management:** Establish and maintain strong relationships with key suppliers, negotiate contracts, and ensure performance metrics are met. Regularly evaluate supplier performance and take corrective action when necessary.
- **Cost Optimization:** Identify cost-saving opportunities across the procurement process without compromising quality. Lead initiatives to reduce procurement costs and enhance efficiency.
- **Risk Management:** Identify and mitigate risks related to the procurement process, including supply chain disruptions, compliance issues, and geopolitical risks.
- **Contract Management:** Oversee the drafting, review, and negotiation of contracts with suppliers. Ensure that contracts meet legal requirements and align with company policies.
- **Stakeholder Collaboration:** Work closely with internal stakeholders to understand their needs and ensure that procurement strategies support operational requirements.
- **Market Analysis:** Conduct market research to stay updated on industry trends, pricing fluctuations, and emerging suppliers. Use insights to inform procurement strategies.
- **Reporting and Analysis:** Provide regular reports to senior management on procurement performance, cost savings, supplier performance, and other key metrics.
- Always takes quality, health, safety and the environment into account based on responsibilities.

QUALIFICATIONS

- Bachelor in Supply Chain Management, Business admin or related field or relevant professional certification.
- Minimum of 5 years of experience in procurement or supply chain management.
- In-depth knowledge of procurement processes, supply chain management, contract law, and industry best practices.
- Proven experience in managing and developing high-performing teams.
- Strong analytical and problem-solving skills with the ability to make data-driven decisions.
- Excellent negotiation.
- Exceptional verbal and written communication skills.
- Proficient in procurement software, ERP systems, and advanced Excel. Familiarity with data analytics tools is an advantage.
- Experience in managing global supply chains and understanding of international trade regulations is a plus.

