

## JOB DESCRIPTION – Administrator (Subcontract)

Reporting to – Group Strategic Procurement and Sourcing Manager

Position Purpose –

This role encompasses a number of critical roles within the business.

- The management of all Suppliers with whom we have executed Framework or Preferred Supplier Agreements covering commodities and services required by Lamprell Energy across the extent of its most critical and strategic buying.
- Take a lead role to successfully manage the agreements with supplier performance appraisals and renewals.
- Manage key supplier relationships by monitoring contract performance, update contract savings data and monitor contract spend leakage and assist in supplier relations by managing payment performance.
- Supporting the Strategic Procurement and Sourcing Manager and Contract Coordinators in research and analysis, tendering and market appraisals, negotiations, contracting, legal consideration and closure.

This role represent a key function within the Procurement and Supply Chain Team which recognizes the importance of the key objectives to Lamprell's delivery of shareholder value and is a key contributor to ensuring the security of supply of materials, equipment and services plus delivery of financial cost performance across the whole organisation.

Key Responsibilities –

### **KEY RESPONSIBILITIES:**

- Relationship manage each contracted supplier by maintaining key performance metrics, resolving payment and quality issues and maintaining contract savings data.
- Manage the intranet connection of all contracts online.
- Manage the renewal of all contracts in a timely manner, before expiry of each term.
- Support the internal stakeholders with registering and accommodating new and renewals of contract requests by registering the contract and ensuring the appropriate action taken.
- Develop the contract summary and advise the business of all new contracts and requirements.
- Exploit ERP systems, eProcurement systems, intranet plus third party hosted marketplace(s) for the benefit of the sourcing process.
- Assist with the conduct of high level strategic negotiations with external suppliers and their agents across the spectrum of global providers, as well as influence and negotiate with internal stakeholders, to deliver most economically sound outcomes with lowest risk and highest return, for Lamprell shareholders.
- Assistance with and analysis of all Tender offers and the assessment of the most appropriate outcomes preparatory to supplier selection and contract negotiations.
- Support strategic contract negotiations and legal closure in conjunction with legal and internal stakeholders to deliver greater shareholder value.

- Adherence to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Lamprell Policies and guidelines.
- Respect for and adherence to all Lamprell Health, Safety and Environmental policies and procedures and assistance with inspections and audits as required.

Maintain Key Relationships –

- Group Procurement and Supply Chain Manager
- Strategic Procurement and Sourcing Manager
- Procurement and Supply Chain Managers
- Suppliers
- Engineering
- Warehouse Managers
- Internal Stakeholders
- Team members

The ideal candidate must have a degree in related discipline and possess a minimum of 3-4 years commercial experience in large procurement and supply chain enterprises.

Interested candidates may forward their resumes to [talentconnect@lamprell.com](mailto:talentconnect@lamprell.com) mentioning Ref – 491/PSC in the subject line.