Dairy Procurement Manager

Procurement, supply chain and logistics

Job title	Dairy Procurement Manager
Department	Procurement, supply chain and logistics
Reports to	Head of Procurement or Supply Chain Director
Direct reports	Buyers or procurement assistants, depending on the size of the business
Location	*[To be confirmed by the employer]*
Contract type	*[Permanent / fixed-term / other]*
Salary and benefits	*[To be confirmed by the employer]*

Job purpose

Buys the non-milk materials and services a dairy processor needs, including packaging, ingredients, cultures, cleaning chemicals, energy and services. Secures reliable supply at the right quality and total cost, manages contracts and supplier performance, and works with quality assurance to approve and monitor suppliers.

Key responsibilities

Sourcing and tenders

- Build category plans that set out spend, supply risks, market trends and sourcing strategy
- Run tenders and requests for quotation for packaging, ingredients, cultures, chemicals and services
- Assess suppliers on price, quality, capacity, service and sustainability before awarding business
- Negotiate prices, payment terms, lead times and minimum order quantities
- Buy electricity, gas and fuel in line with the agreed fixed-price or hedging policy
- Identify alternative and back-up suppliers for critical materials

Contracts and commercial control

- Draft and agree supply contracts and service agreements with legal support
- Manage contract renewals, price reviews and index-linked pricing clauses
- Keep accurate records of contracts, approvals and spend in the purchasing system
- Follow company purchasing policy, delegated authority limits and competition law

Supplier approval and quality

- Work with quality assurance to approve new suppliers and materials before first use
- Agree raw material and packaging specifications with suppliers, quality assurance and production
- Check that suppliers hold the food safety, allergen and food contact certificates required
- Arrange supplier audits and follow up corrective actions
- Handle supplier non-conformances, claims and credit notes

Supplier performance and cost savings

- Track supplier delivery, quality and service against agreed measures

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- Hold regular performance reviews with key suppliers
- Deliver savings through negotiation, consolidation, specification changes and value engineering
- Monitor input markets such as packaging materials, sugar, fruit and energy to anticipate price changes
- Report savings, price movements and supply risks to management each month

Supply planning and stakeholders

- Agree stock levels, call-offs and safety stock for purchased materials with planning
- Resolve material shortages quickly to protect production and customer orders
- Source new ingredients and packaging on time for product launches
- Support sustainability targets through recyclable packaging and responsible sourcing
- Coach and develop buyers and procurement staff

Qualifications and experience

Essential

- Degree in business, supply chain, engineering, food science or a related subject, or equivalent experience
- Solid experience in procurement in food, dairy or fast-moving consumer goods manufacturing
- Track record of running tenders, negotiating contracts and delivering measurable savings
- Working knowledge of specifications, supplier approval and food safety requirements for packaging and ingredients
- Experience with purchasing or ERP systems and spend analysis
- Understanding of contract terms, payment terms and commercial risk

Desirable

- Professional procurement qualification
- Experience buying cultures, enzymes, stabilisers or food contact packaging
- Experience of energy purchasing or price hedging
- Knowledge of sustainable sourcing and packaging recyclability requirements

Skills and attributes

- Negotiation and influencing
- Commercial and financial analysis
- Supplier relationship management
- Attention to detail in contracts and specifications
- Clear written and verbal communication
- Problem solving under time pressure
- Organisation and prioritisation

Measures of success

- Cost savings delivered against target
- Supplier on-time, in-full delivery
- Supplier quality non-conformances and claims
- Share of spend under contract
- Production stoppages caused by material shortages
- Purchased stock value or days of cover against target

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Working conditions and safety

Office-based at a processing site or head office, with regular contact with production, planning and quality teams. Travel to suppliers for audits, reviews and negotiations.

- Follow health and safety rules and safe systems of work, and wear the correct PPE
- Follow food safety, hygiene, HACCP and quality procedures at all times
- Report hazards, accidents, near misses and concerns promptly

This job description outlines the main duties of the role. It is not a complete list, and the employer may update it as the business changes, in consultation with the jobholder.

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