

Gary White

Purchasing manager

AREAS OF EXPERTISE

Negotiating

Supply chain

Material supply solutions

Tenders / Estimating

Vendor identification

Project management

*Supplier relationship
management*

Contract management

PROFESSIONAL

*Chartered Institute of
Purchasing and Supply
(CIPS) - Member*

PERSONAL SKILLS

Attention to detail

Goals orientated

Methodical

PERSONAL DETAILS

*Gary White
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Coventry
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A hardworking, pro-active purchasing manager with an upbeat and positive attitude, who is looking for a opportunity to make a big difference in a business that is moving forward. Possessing a track record of achievements and a proven ability to manage the vendor / supplier base to reduce lead time and cost where ever possible. Results driven and able to use initiative to develop effective solutions to supply chain problems, whilst having a active and dynamic approach to work and getting things done efficiently.

Looking for a suitable managerial position with an exciting and ambitious company that offers genuine room for progression.

WORK EXPERIENCE

Manufacturing Company – Coventry

PURCHASING MANAGER June 2008 - Present

Responsible for organising and maintaining a central facility for the purchase of all goods, services and contracts on a best price / best quality basis. Also ensuring the smooth supply of material, consumables and equipment to the company.

Duties:

- Controlling the purchase and supply of all procured items & services.
- Negotiating price and terms of products with suppliers.
- Managing, developing & improving the purchasing team.
- Benchmarking performance of the Supply Chain.
- Establishing terms, pricing, quality requirements, delivery, and contracts.
- Adhering to all company policies with particular regard to accounting procedures.
- Administering the online purchasing systems.
- Reviewing all contracts/agreements to achieve 'best price/best quality' purchasing.
- Preparing & processing requisitions, purchase orders & invoices for purchases.
- Giving sourcing input to colleagues to aid business planning & development.
- Making recommendations & advising senior management on all purchasing issues.
- Maintaining records of supplier contracts, agreements, goods ordered received.
- Managing vendor relationships and building effective supply chain partnerships.
- Other spend categories include: marketing, HR, professional services, catering, uniforms, facilities.

KEY SKILLS AND COMPETENCIES

- Understanding of internet marketing: SEO, etc.
- Ability to identify and implement new procedures and processes.
- Have strong oral and written communication skills.
- Vast experience of working with a range of external suppliers.
- Excellent judgement and decision making.

ACADEMIC QUALIFICATIONS

BA (Hons) Business Purchasing and Supply Chain Management
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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