

JOB DESCRIPTION

Role Title:	Outsource Manager	Location:	Bildeston
Department:	Operations / Production		
Reports to:	Operations & Production Director	Direct Reports:	None

Role Overview:	To create and manage a supplier strategy that captures and controls outsource manufacture projects / works on behalf of TMJ. To monitor and control Supply Partners performance and quality in line with the Company expectations. Ensuring an economical solution is sourced to meet the business requirement and maximize profit.
Roles & Responsibilities:	<p>Company</p> <ul style="list-style-type: none"> Working to the high level of quality expected within the Company. Ensuring compliance with all Company Quality and Environment Procedures Ensuring compliance with all Company Health & Safety Policies and Procedures Promoting the Company mission statement, core values and annual objectives <p>Staff & Personnel</p> <ul style="list-style-type: none"> Ensuring compliance with all Company Human Resources Policies and Procedures Assist with company recruitment. Promoting the recommend a friend and other HR initiatives <p>Work Activities</p> <ul style="list-style-type: none"> Identify potential suppliers to enhance the TMJ network Maintain a directory of Supply Partners identifying key competencies Create and maintain positive working relationships with all Supply Partners Work with the programming team to identify sub-contract opportunities Actively source sub-contractor capacity and seek work to fill available capacity Create proposals from which suppliers will be invited to quote Work with surveyors to analyse quotes and determine preferred supplier Manage the work undertaken by the supplier to ensure quality standards, specifications and timings are achieved Identify, manage and communicate any programme or quality risks in a timely manner Provide effective updates to the project teams and wider business on supplier capacity and performance Develop strategies to improve supplier performance Engage with Supply Partners to establish best and most practical manufacturing methods Incorporate Supply Partner standard manufacturing details Build a library of Supply Partner working practices In line with reducing our carbon footprint, where possible, develop relationships with Supply Partners in a 75-mile radius. Encourage partners to employ and train apprentices
Necessary Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> Effective communication skills Good time management and time keeping Focus on continuous improvement and innovation Ability to measure, compare and make sound decisions Build positive collaborative relationships

Desirable Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> • Manufacturing experience • Supplier relationship management or similar • Competent in main Microsoft applications 		
Qualifications: (Desirable to do the job)	<ul style="list-style-type: none"> • Management Qualification or equivalent experience 		
Key Internal Relationships:	<ul style="list-style-type: none"> • Surveying • Project Managers • Design • Programmers • Production 		
Key External Relationships:	<ul style="list-style-type: none"> • Sub-contract suppliers • Clients 		
Prepared By:	Pat Coll	Date:	December 2022