

Manager, Procurement & Contracts

As a result of an internal transfer we are currently seeking a strong dynamic leader who thrives on a challenge and would enjoy working in an exciting and complex environment.

This role offers an opportunity for a person who enjoys developing and motivating others, and has the ability to achieve results through their team. The Manager, Procurement and Contracts will have a strong focus on continuous improvement and will demonstrate excellent interpersonal and communication skills, and an inspirational leadership style, together with the passion and commitment required to meet Methanex' business objectives.

The principle accountabilities of the role are:

- Leadership of the Purchasing and Warehouse teams
- Provision of a cost-effective and customer-focused Contracts Management, Purchasing and Warehouse service for Methanex New Zealand
- Leadership and specialist advice in the area of best procurement and contract management practices and systems
- Development of cost reduction strategies through spend analysis
- Management of the Contractor Management system, including maintaining strong supplier relationships and managing the vendor approval process
- Identification and selection of suppliers and negotiation of contracts with the most beneficial terms for the company
- Building strong business partnerships and developing entity wide sourcing strategies
- Maintaining a high performance culture in the function
- Development and implementation of KPI's for the function
- Land Asset Management
- Support of Methanex's safety, Responsible Care® and quality initiatives

To be successful in this position you will possess:

- Excellent leadership skills
- Strong commercial expertise
- Contract law expertise
- Strong negotiating and influencing skills
- Sharp analytical skills
- Strong customer service focus
- A proven track record

Attached you will find the Position Description for this position. You will also need to return to the [Job Opportunities](#) page and either print or download a copy of our Application Form.

NB: Only applications received on the official Methanex Application for Employment form will be considered. Please also enclose a copy of your current Resume/ Curriculum Vitae.

Completed applications should be emailed to jobsnp@methanex.com or posted to:

Mandy Evans, HR Advisor
Methanex NZ Limited
Private Bag 2011
New Plymouth 4342

If you have any queries regarding this position please call Mandy Evans, HR Advisor, on (06) 754-9719 or email jobsnp@methanex.com

For further information on Methanex please refer to www.methanexfutures.co.nz

Applications must be received by 4.00pm, Monday 20th February, 2012



A Responsible Care® Company

POSITION INFORMATION

Position Title: Manager, Procurement & Contracts	Date: January 2012
Incumbent: Vacant	Department: Finance
Signature:	
Date:	Approved by (Title) Manager, Finance
	Signature:
Reports To (Title): Manager, Finance	Date:

PURPOSE

To manage the Purchasing and Warehouse functions within the context of the global strategy and the New Zealand business plan.

To provide leadership in the area of contract management and strategy

To provide management of Methanex New Zealand's land assets

DIMENSIONS

Budget	- Opex	\$700,000
	- Capex	\$-
	- Inventory Value	\$34 million
Financial Delegation of Authority	- Opex	\$US90,000 per transaction
	- Capex	\$-
	- Purchase Order	\$-
	Commitment Level	\$NZ1,000,000 provided supported by an approved Purchase Requisition
Number of Direct Reports	- Employees	5 (incl 1x Fixed-Term)
	- Contractors	1
Number of Indirect Reports	- Employees	2
	- Contractors	

Key Accountabilities	RESULTS/DELIVERABLES
<p>Key Accountability # 1 Leadership and supervision of the Purchasing and Warehouse teams:</p>	<ul style="list-style-type: none"> • Management of direct reports priorities and work load; • Ensure implementation of New Zealand Business Plan; • Provide regular coaching of Direct Reports; • Ensure technical skills of all staff are maintained at an adequate level to effectively support the business; • Ensure staff compliance with all relevant Methanex systems and procedures for Quality and Responsible Care; • Ensure that the performance management process is consistently applied to all staff; • Manage resource levels to ensure that staff are able to effectively support company activities. • Employee and contractor compliance with Methanex policies, procedures, and applicable standards • Involve the team in developing and actioning the annual department plan. Ensure alignment with New Zealand business plan and Corporate Strategy • Effectively communicate current activities and policies • Ensure implementation of and compliance with all Methanex HR policies and procedures, including performance optimisation
<p>Key Accountability # 2 Provision of a cost-effective and customer-focussed Contracts Management, Purchasing and Warehouse service for Methanex New Zealand:</p>	<ul style="list-style-type: none"> • Ensure that all procurement and contractual activities are handled in a professional and ethical manner and that confidentiality of commercial information is maintained at all times; • Ensure that the appropriate level of financial controls are in place which enable the end user to carry out their work effectively and efficiently; • Implement best practice policies and procedures that streamline the purchasing and stock management processes and minimise effort, where possible; • Implement supply arrangements that minimise inventory levels without impairing availability or quality; • Ensure that all procurement and contract management procedures are in place and maintained to effectively support company activities; • Negotiate the acquisition of goods and services required for Company activities at optimum cost, in compliance with Company procedures and consistent with standards of quality and delivery; • Ensure that contract terms and conditions are kept up to date and minimise commercial risk to Methanex; • Provide advice and where appropriate access to professional legal advice to the wider company on matters that are of a contractual nature or that may expose the company to financial or

	<ul style="list-style-type: none"> legal risk.
Key Accountability # 3 Technical Leadership:	<ul style="list-style-type: none"> Provide technical leadership in the area of best procurement and contract management practices and systems;
Key Accountability # 4 Land Asset Management:	<ul style="list-style-type: none"> Negotiate lease renewals, new leases and/or lease terminations as both lessee and lessor to ensure the Company continues to benefit from land assets. Ensure pipeline easements and licenses are maintained. Manage relationships with 3rd parties, where 3rd party activities may impact or impinge upon Methanex rights relative to land, easements, and licenses. Negotiate indemnity and liability provisions and agreements with 3rd parties relative to land, easements and licenses, where such 3rd parties' activities may impact Methanex assets, in order to manage and mitigate risk to Methanex.
Key Accountability # 5 Cost Management:	<ul style="list-style-type: none"> Manage the group revenue and capital budget.
Key Accountability # 6 Warehouse:	<ul style="list-style-type: none"> Ensure back up in the Warehouse(s) during periods of absence.
Key Accountability # 7 Surplus Goods and land:	<ul style="list-style-type: none"> Provide a service as required by the SMT to dispose of surplus equipment, plant and land. Establish and maintain a comprehensive land register.
Legislative Compliance (if applicable)	Designated Legislative Compliance Contact Person with responsibility for ensuring legislation in area of expertise is complied with and proposed changes/updates communicated, as defined in the Legislative Compliance System ES2A0202.
Methanex vision and values <ul style="list-style-type: none"> Contributes to the organisational vision of Global Methanol Leadership and as a team member demonstrates the core values of integrity, trust, respect and professionalism 	<ul style="list-style-type: none"> Demonstrated through feedback from team and leaders Undertakes all aspects of the role through living the Methanex values
Responsible Care	<ul style="list-style-type: none"> Conducts all business in a manner which supports the Responsible Care® ethic
General	<ul style="list-style-type: none"> Networks with other Methanex sites to the mutual benefit of all sites Responsible for ensuring awareness of all controlled documents relating to this position as per Document Awareness Report from Document Management Database Contribute to the 'operational excellence' for Methanex New Zealand as an effective member of the Finance department

KEY WORKING RELATIONSHIPS

- Manager, Finance
- Taranaki Management Team
- Direct Reports
- Maintenance and Technical Management
- Global Purchasing Team
- Purchasing Administrator
- Suppliers

EXPERIENCE & SKILLS

- Staff supervision experience.
- Minimum 10 years Purchasing/Contracts experience.
- Strong negotiating and influencing skills
- A day to day knowledge of tendering processes.
- Knowledge of warehouse procedures and computerised procurement/ stores/ maintenance management systems.
- Strong commercial expertise
- Proven working knowledge of Contract and Insurance law, and Tendering processes
- Strong leadership skills.
- Contract law expertise
- Sharp analytical skills
- Organising and planning skills.
- Strong communication and listening skills
- Team player and enroller.
- Ability to influence and manage change.
- Above average computer literacy particularly with Microsoft Office suite of applications.
- Awareness of business ethics, good judgement, eye for detail, integrity.