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Godiva Chocolatier

**Director, NA Procurement**

Reading, PA

Please email your resume to: [michelle\\_franek@godivachoc.com](mailto:michelle_franek@godivachoc.com)

**General Summary:**

Reporting to Godiva's Director of Global Procurement, position serves as Godiva's North American Procurement leader responsible for \$125M direct and indirect material spend. The position is responsible for implementing and executing procurement strategies and initiatives that support Godiva's business objectives. Responsible for working closely with global procurement counterparts and cross functional business partners to drive cost reduction realization, Total Delivered Cost (TDC), incoming quality improvements, and improve continuity of supply. Manage the supply base via score cards and continuous improvement. Serve as a senior level project leader within the Global Procurement Group with direct procurement and operational responsibility for packaging, ingredients, commodity risk management, IT spend, Travel, Store leases and fixtures, CAPEX, office suppliers, Benefits, HR, and Training spend.

**Principal Accountabilities:**

1 - Providing strategic direction: Lead cross-functional teams consisting of Commodity Management, Quality, NPD, Creative/Marketing for packaging and ingredients. Develop commodity business strategies for each area which are aligned and support the business unit strategies and deliver Total Delivered Cost (TDC). Develop Supplier Score cards, multi-sourcing supplier strategies, and negotiations strategies. Interface with Supply Chain and NPD to ensure development schedule compliance and new product readiness.

2 - Deliver functional excellence: Coordinate with procurement and supply chain peers to identify company-wide opportunities and ensure implementation where practical. Lead contract negotiations with potential suppliers, reverse auctions, etc.

3 - Meet financial targets responsibilities: Deliver Enabler savings and minimize Purchase Price Variances.

4 - Development of Procurement teams: Support Godiva values by building/recruiting a highly skilled functional team.

5 - Manage all indirect NA procurement spend: Develop and implement strategies for working with internal customers to include IT, Travel, Stores leases and fixtures, CAPEX, Office Supplies, HR/Benefits and training.

**Job Complexity:**

- Spend on categories identified is approx \$125 million consisting of indirect, packaging and ingredients. Sourcing is global with suppliers ranging from small local to major multinationals and located from USA, W Europe to China.
- Team comprises 7 direct reports and 3 associates in total.
- All activities must be managed within a very dynamic and seasonally driven business environment requiring the flexibility to meet a rapidly changing product/packaging demands. This job will require a worldwide approach as some of the projects may be regional (US or Internationally) or global. There are 8 seasons a year requiring multiple new packaging items for each season. Role requires the ability to work cross-functionally with channels and Creative and Marketing to optimize time to market, and cost while reducing complexity. Additionally there is a core business that needs to be continually managed to drive enabler savings.
- Many MOAs are sole sourced, so this role will require developing plans for multi-sourcing to drive cost savings opportunities and improve supply flexibility.
- Role requires the ability to work successfully in an international / multi-cultural environment, to identify and sell the optimum supply base design to meet potentially conflicting business requirements (e.g. material price vs supplier innovation capability vs supply reliability risk, or local price advantage vs overall Global benefit). The manager must guide the recommendations from his team and lead the process to achieve cross functional and cross country alignment in a complex matrix structure
- Lack of integrated IT systems (ERP, Specs database, etc) creates significant challenges for purchasing work processes. Short term improvements typically require additional manual intervention, (double keying, manual data collection etc) and are resource intensive. Persistence and strong argumentation is typically required to get cross-functional buy-in.
- Will need to spend personal time developing strong internal relationships with business partners to support the management and control of all indirect spend.

**Job Specifications:**

Education required: Bachelors    Educations preferred: Masters

Years Experience: 12 years

- Requires excellent contract negotiation skills and knowledge.
- Working knowledge of the chocolate or confections & packaging business, including vendor knowledge and contacts (chocolate knowledge is not a requirement).
- Clear written communications skills; ability to put into writing information that has only one interpretation. Includes communications with international suppliers and markets (where English is the second language) where clarity and confirmation of understanding is essential.
- Project management skills; ability to actively participate in and lead cross functional project teams (internal), and to manage cross supplier teams (external)

for projects requiring multiple outside suppliers. Collaborative skills are essential.

- Oral communications skills; ability to both formally and informally present to peers and management; ability to develop logical arguments and voice them appropriately in all types of situations.
- Understanding of numerous product and packaging manufacturing processes in different product and packaging categories
- Deal effectively with ambiguous situations that are often ill-defined and where information is difficult to obtain.
- Collect data, develop recommendations and facilitate decision-making for superiors identify, prioritize and escalate issues in a pro-active manner.
- Must be capable of managing multiple projects from a regional and global perspective. Ability to read and comprehend legal documents (contracts) and identify areas or clauses that pose potential risk/issues outside of Godiva protocol.
- Ability to seek out and leverage internal (Godiva Legal, PD/QA) and external (supply base network, consultants, equipment manufacturers) resources to understand and resolve issues.
- Analytical skills to analyze complex financial and operational issues, including the ability to develop financial models.
- Understanding of commodities and ability to make or assist in contract decisions for commodity futures based on current market and historical perspective.
- Requires knowledge/learning of basic labeling and regulatory requirements for US, Canadian, European and Japanese/PacRim marketplace.
- Requires good networking skills to find and cultivate the right strategic partners.
- Requires deep understanding of Procurement management and strategy development in the context of global business. Be cognizant of the fact that decisions and actions may impact other geographies across the company as well as the success of Global Procurement.
- Plays a lead management role in procurement project planning/direction, delegation and review, and facilitation of teamwork for all projects assigned.
- Ensure items are purchased in accordance with est. policies and procedures.
- Use category / commodity knowledge to support business objectives and enable declining Total Delivered Cost (TDC).
- Lead cross functional groups to develop Productivity programs that deliver Enablers.
- Set strategy, manage and evaluate acquisition process (Sourcing, Developing and Negotiating) ensuring competitiveness and limiting the risk to Godiva.
- Develop and lead Supplier Relationship Management programs that focus on Quality, Productivity and Innovation.
- Subject Matter Expert of category specific information on spend, supplier performance, user adoption and compliance, standards and specifications and industry benchmarks.
- Promote value engineering analyses to support ongoing performance improvement and cost reduction.
- Required to visit Company and Supplier factories.

- Develop and actively promote Godiva's Diversity Strategy.
- Effectively develop and manage direct reports.