

PROCUREMENT & VENDOR MANAGEMENT OFFICER

(Part-time, 3 days a week)

October 2021

OVERALL JOB OBJECTIVE(S)

- Handle the branch's procurement needs, establish and build supplier relationships.
- Maintain, review and improve procurement related operational risk and controls. Strive to enhance operational resilience
- Contribute to London branch policy and procedure development. Adapt to evolving business, technical and regulatory needs.
- Identify methods for streamlining processes and automating vendor management frameworks
- Assist Project Managers with the tendering process and Head of Operations with associated tasks.
- Cross-train DVL colleagues to ensure adequate BAU cover is maintained

MAIN TASKS AND RESPONSIBILITIES

- Initial and on-going assessment of products, services, suppliers and vendor documentation.
- Vendor on-boarding and on-going supplier liaison, assisted by the business owner.
- Contract negotiation
- Sourcing the best quality equipment, goods and services at competitive rates, to enable the branch to operate successfully.
- Integrate vendor management control recommendations, issued internally, by Head Office and supervisors.
- Quarterly liaison with Head of Operations with reference to goals, objectives and performance appraisals.
- Inform Senior Management, Risk and related business units, of significant Operational incidents.
- Aid colleagues with the submission of the annual OPS budget.
- Demonstrate regular vendor policy management reviews, sustainability and ethics considerations.
- Assist the Head of Operations with local responsibility for branch related outsourcing, procurement and vendor management tasks.

ABOUT CIC

Crédit Industriel et Commercial (CIC) is a major French bank. With presence in the city since 1895, CIC London offers a complete set of funding solutions for businesses in the UK and across Europe including acquisition finance, corporate finance, project finance, private debt solutions (through CLO investments and management) and asset based finance.

ABOUT CRÉDIT MUTUEL

Being the oldest French banking institution dating from 1859, CIC is part of the Crédit Mutuel Alliance Fédérale which is one of the 10 largest European banks. With 82,000 employees, 34.8 million customers and a network in 38 countries outside France, Crédit Mutuel Alliance Fédérale is active in retail banking, insurance, corporate banking, capital markets, private banking and private equity.

As a mutual bank, Crédit Mutuel Alliance Fédérale is owned by its eight million members and customers. It prides itself in taking a long term sustainable strategic view when it comes to its approach to banking. As a result, it is one of the highest rated European Banks (Moody's Aa3, S&P A, Fitch AA-) and enjoys one of the strongest capital positions (CET1: 18.1%).



REPORTING

- Declare operational risk incidents, losses and profits to the Head of OPS and Risk
- Ensure that London Branch's and Head Office's systems are accurately updated in a timely manner
- Review project briefs and complete procurement template documentation
- Complete supplier onboarding documentation and vendor management assessment data

PROFILE AND SKILLSET

- Member of the branch's Operations area, within the Development team.
- A broad knowledge of service and system procurement processes.
- Exposure within a financial services environment would be an advantage
- Good knowledge of the regulatory requirements.
- Capable of multi-tasking and rapid-response.
- Good written and verbal communication skills
- MS Office Suite (Outlook, Word, Excel) proficient knowledge

USEFUL LINKS

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