



**Assignment Brief**  
**To recruit an**  
**Assistant Manager**  
**for**  
**Bakels Group Purchasing Administration**

**Introduction**

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**Bakels Worldwide**

Bakels was originally founded in Amsterdam by two brothers, Hendrik and Bernardus Bakels in 1904. Originally a trading company, it was the next generation who began the process of building a manufacturing business and it is now a multi-national company with its HQ in Switzerland. The Group comprises 40 companies manufacturing an extensive range of ingredients for the bread, cake and confectionary sectors on all five continents.

Bakels supplies the three main channels of Supermarket In-Store Bakeries, Industrial and Craft. The combination of product innovation, acquisition and organic growth has resulted in the development of a highly respected force in the market. Free of borrowings, the Group is owned by a Foundation, originally established by the family and which now ensures its stability and protection from acquisition along with much of the short term strategic thinking usually associated with conventional private or public companies.

**Bakels Group Purchasing Administration (GPA).**

GPA was established as a service organisation for the Bakels Group in 2008. It currently operates from premises in Almere, The Netherlands.

A small staff of three

- Negotiate and administer contracts with nominated Group Suppliers.
- Organise the collation and shipping to Bakels companies around the world, with the necessary documents, containers of raw materials and packaging.
- Assist local purchasing managers with the provision of market intelligence and cost price benchmarking.

### **Background to this Vacancy**

The scope of GPA has grown considerably since its inception and it is now considered to be a strategic strength for the Bakels Group. This new position, acting as number two to the head of GPA, has been created to give capacity for further increasing the activities of GPA and to provide cover for existing staff to ensure continuity of support to the Bakels operating companies.

### **Our Mission**

“To be a technically based company whose mission is to assist our customers to develop, produce and sell (more) bakery products.”

### **CORE VALUES**

The core values of Bakels are;

- **Integrity**
- **Dedication**
- **Respect**

### **Job Description**

#### **1. Job Title**

Assistant Manager – Group Purchasing Administration

#### **2. Reporting to the**

Manager -Group Purchasing Administration

#### **3. Job Purpose**

To be able to support the Group Purchasing Manager, managing the function in his absence.

To be able to cover the roles of all members of the team if required through holidays, sickness or workload.

To identify and pursue new areas of activity for Group Purchasing.

Set up and maintain a structured record of product categories covered by GPA, detailing suppliers for each category.

Work with the Group Purchasing manager to ensure that there are at least two approved suppliers for each main category of product.

## **4. Candidate Profile**

### **Experience**

- ❖ An experienced purchasing or export manager.
- ❖ Preferably will have a food sector background.
- ❖ May have either an Operations or Sales/Marketing background.
- ❖ Able to demonstrate an ability to be able to collaborate closely with the Group Purchasing Manager on joint or delegated projects.
- ❖ Able demonstrate an ability to develop, under the supervision of the Group Purchasing Manager, their own specific initiatives, projects or suppliers.
- ❖ The jobholder will be capable of leading supplier negotiations.
- ❖ He/she will have a sound understanding of Operations (Production, Quality, Logistics, Purchasing,) and able to apply that understanding in contract negotiation.
- ❖ The jobholder will be numerate and able to analyse complex data to support decision making.
- ❖ Knowledge of the export process is essential.
- ❖ Knowledge of Navision, or proven ability to learn how to use ERP systems is required.
- ❖ If not technically educated an interest in, and willing to learn, the technical aspects of ingredients purchased.

### **Personal Characteristics:**

- ❖ Values driven.
- ❖ High level personal integrity.
- ❖ Able to build constructive relationships with colleagues, particularly Bakels operating company purchasing and technical teams.
- ❖ Able to negotiate with suppliers to obtain the best outcome for Bakels while maintaining positive commitment from the supplier to be a long-term partner.
- ❖ Commercially focused, not just on cost but on support for sales development by the Bakels operating companies.
- ❖ A disciplined/structured thinker/planner but not perceived to be inappropriately dogmatic.
- ❖ Pays attention to detail, no matter if the task is large or small
- ❖ Hands on, willing to do whatever is required.
- ❖ Deals well with pressure.
- ❖ The successful candidate must be energetic, enthusiastic resilient and willing to do whatever is required to get the job done.

### **Education**

- ❖ Degree calibre – Business administration, food technology or a science discipline preferred.
- ❖ Fluent in English and Dutch.
- ❖ Computer literate (Microsoft office applications and ERP systems).

## **5. Location**

Almere, The Netherlands

The candidate may be asked to spend time in Bakels companies outside The Netherlands for training and development.

## **Terms of Employment**

### **1. Salary**

The basic salary will be dependent upon the competencies and experience of the appointed candidate.

### **2. Salary Review**

Salaries are reviewed annually, in January.

### **3. Bonus**

A KPI based bonus will be introduced after the first year of employment.

### **4. Pension Scheme**

Bakels provides a pension scheme. The amount of the employee and company contributions are variable depending on the employees age.

### **5. Holidays**

25 days to be taken by mutual agreement plus Dutch public holidays.

Holiday fee is 8% of gross salary and is paid in June.

### **6. Hours of Work**

Working hours will be 08.30-17.00.

### **7. Notice Period**

According to Dutch law.

### **8. Confidentiality**

A confidentiality agreement will be part of the contract.

You can send your application letter with curriculum vitae to [gdebruijn@bakels-senior.nl](mailto:gdebruijn@bakels-senior.nl).

We will select candidates for interviews before end March.

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