



GENERAL MANAGER, IADA LIMITED

Job Description

Reporting to the IADA Board of Directors, a new position of General Manager is being created. The successful candidate, possibly home based, will be accountable for the administration of key aspects of the business including sales, membership, purchasing, logistics, marketing, finance, quality assurance and liaising with the various IADA Committees.

The Company

IADA (Independent Authorised Distributor Alliance) is made up of 25 successful independent companies all selling a wide range of Power Transmission, Fluid Power and Associated Products and services to engineering companies in the manufacturing and industrial sectors, throughout the UK.

The Alliance allows members to combine their purchasing and product requirements to negotiate jointly with key suppliers and applying this negotiating muscle to obtain better prices and terms for all members.

Collectively, the members have over fifty branches throughout the UK which offers the opportunity to win major nation-wide sales contracts for the supply of a complete range of engineering components, services and spares (MRO). Several of these contracts are in place, but the members wish to significantly expand this business.

Currently, members provide resource to fulfil a variety of administrative tasks including sitting on purchasing committees, which are based on various product groups. Traditionally, these committees have dealt with suppliers and have negotiated terms, rates and rebates etc. The GM will work closely with the committees, giving them advice and guidance on policy, the introduction of new suppliers and new products. Where necessary, the GM will take on the responsibility of dealing with suppliers directly.

IADA remains committed to growth either organically or by attracting new members. The successful applicant will be expected to research potential member companies, initiate contact, interview and if they meet the criteria for membership, recommend to the IADA Directors their future appointment.

Responsibilities will include:

The development & execution of a growth strategy, focussing on.

SALES

- Winning UK-wide supply contracts and supporting One Group European Agreements
- Close liaison with relevant IADA Director responsible for National Accounts

MEMBERSHIP

- Research and introduce to IADA potential new members in accordance with IADA protocols and procedures
- Liaise closely with the Non-Executive Chairman if and when intercompany issues arise

NATIONAL DISTRIBUTION CENTRE (NDC)

- Ensure regulatory procedures are followed
- Liaise closely with NDC Operations Manager

PURCHASING

- Work closely with the Product Purchasing Committees to improve supplier agreements, and when appropriate promote new products/ suppliers for consideration by IADA.
- Liaise with IADA Buyer to ensure IADA benefits from the best deals in UK Market.



- Working closely with new, and existing suppliers to maximise the benefits of an expanded rebate scheme

MARKETING

- Develop and implement a Marketing Strategy
- Maintain and enhance the company website
- Manage the Publication of The Engineers Tool Kit (Bi-annual Catalogue)

ADMINISTRATION

- Administer/Manage key aspects of the company including:
 - IT Systems
 - IADA Directors' and Steering Committee meetings
 - Providing reportage, guidance, suggestions and advice to the Directors

FINANCE

- Oversee and report accordingly the financial status of the Company
- In conjunction with relevant Directors produce an annual financial budget to be presented and approved by IADA Directors.

QUALITY ASSURANCE

- Ensure IADA operates in accordance with the full procedures and protocols detailed in the ISO Quality manual.
- Attend QA review meetings

The Successful Applicant

This is a key appointment for the business and candidates will have:

- Proven sales record within the sector
- Experience of implementing and managing a relevant marketing policy
- Have significant experience of negotiating with major suppliers within the industry
- Will be highly commercial with a core skill set in operational and administrative excellence
- Recent relevant experience of working in the engineering and manufacturing sectors
- Excellent knowledge of power transmission and fluid power products
- Demonstrable leadership qualities
- Ability to operate autonomously while communicating effectively with the members
- Strong culture of meeting deadlines, delivery and continuous improvement across the business
- High level of Self-Motivation

What's on Offer?

IADA wishes to attract high-calibre candidates to apply for this position

- Highly competitive salary
- Executive car/or opt Out Scheme option
- Generous holiday scheme
- Pension

Application – In the first instance please submit a detailed CV to the following.

Mr A. Hancock, IADA Non – Executive Chairman, IADA Ltd.

Email – alan.hancock@iadaltd.co.uk