

# THE JOB HUNTING GUIDE

Services & Assistance from Langley Search & Interim



Our guide will help you to:

- ✓ **Improve your CV and interview techniques**
  - With our proven tips and advice
- ✓ **Network your way to success**
  - By building influential life-long contacts
- ✓ **Build your ideal career**
  - Develop your skills and knowledge bespoke to your career path

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## INTRODUCTION

**Langley Search and Interim is the leading niche recruiter of senior level positions within the areas of Procurement, end-to-end Supply Chain, Transformation and Operational Excellence.**

Our Executive Search and Interim Management teams work with a broad range of clients Internationally, operating across the following practices:

### **Public Sector**

Including Local Government, Central Government, London Boroughs, NHS, Charities, Third Sector, Further Education and Housing Associations

### **Industrial**

Including Aerospace, Automotive, Energy & Utilities, Defence, Oil & Gas, Construction, FM and Pharmaceuticals

### **Technology & Professional Services**

Including Retail Banks, Investment Banks, Insurance, Private Equity, Venture Capital and Consultancy

### **Consumer**

Including FMCG (food and non-food), Retail, Leisure and Media

Our relationships with our candidates are of paramount importance to us: **you provide the foundation for all we do.** We know that the ways we engage with you, from pre-qualification and registration to job applications are vital to our continuing success in placing high calibre professionals across a wide range of roles.

Those thinking of entering the job market, moving jobs, changing career path or simply exploring their general employment options often look to the recruitment profession for advice and guidance. Many accomplished networkers can accurately discriminate options and negotiate directly with employers, but when starting out you can quickly benefit from expert support and insight to help you **find your way to a new job or career.**

Some of our candidates have expressed that services of other recruitment companies can vary dramatically in terms of quality and accessibility. Over the years, Langley has become highly skilled in delivering a range of candidate advisory services to complement our core recruitment process. This document outlines the services we provide to help you with your job search, along with insight and tips to help you find the **right role for you.**

## Our Core Services

We know that looking for a new job can be full of challenges, and we are proud to represent every single one of you who chooses to work with us in the search for their next role. As a standard, we offer:

- An assessment of your current skill set, achieved through an extensive competency-based interview and an appraisal of your work history
- An opinion of how your skill set might be received in the current job market (including a recommendation of how your skills and experience might transfer to allied roles and careers)
- A discussion of where your skills and experience might be applied to Langley's current vacancies
- The professional management of your CV through the application process, from its submission to a client through setting up interviews and the final brokerage of offer/start details
- A continuing commitment to provide you with a high quality service through open communication once placed in your new role.

## Additional Services

The success of your job search can be affected by multiple factors. Langley offers a number of additional services to help you to manage your search and advise you on how best to achieve your goals, including:

- Comprehensive assessment of your current situation - pinpointing 'where you are' to get 'where you want to be'
- The opportunity to create a viable, detailed and compelling vision for your future - achieving your goals is much easier with a comprehensive picture of your career;
- Help climbing the steps towards your goal - planning incremental, practical steps towards a target enables you to meet it in a managed, informed way
- Support in presenting yourself in the best possible light through your CV - marketing yourself, the power of words and the design of your CV
- Advice on writing an influential covering letter - using words to your best advantage; Guidance in identifying appropriate networking opportunities and maximising the outcomes – gaining exposure to influential people and expanding your options Coaching for success in interviews, tests and assessment centres
- Consultation on actions following an interview - and how to keep your agency 'onside' Handling offers, counter-offers, resignations, gardening leave, references and notice periods.

## Understanding your Current Situation

When you start considering a move, it's important to really understand your current situation and what this means for your job search.

This can be achieved by establishing a rounded, balanced view of your current:

- Skills
- Knowledge
- Level of satisfaction
- Beliefs around why you need a change.

Sometimes you might find it helpful to gain feedback and opinions from others about these qualities. You may even want to engage a career coach or mentor to help form a clear picture of your present state.

**It's only when we really know where we are that we gain a better idea of where we want to be.**



## Useful questions to ask yourself:

1. **What's the main problem/issue, specifically?**
2. **How do you know it's a problem/issue?**
3. **How is this situation affecting you, specifically?**
4. **Who else is affected by this situation?**
5. **How are they affected?**
6. **What stops you from changing the current situation?**

## CREATING A VISION FOR THE FUTURE

Creating a clear vision of your future is easy for some, but more effort is required for others. One thing is consistent when setting goals – when you can see, hear, feel and believe in a compelling, positive future for yourself, it is much easier to achieve. Take into account the questions in the box on the right.

Set aside as much time as you need to ask and answer questions like these: it's better to deliberate now than get halfway through a round of interviews for a job that you don't really want. Again, it's often useful to spend time with people you trust and whose opinions you value to discuss your options and help you evaluate your next steps.

### Useful questions to guide your vision:

1. **What do you want, specifically?**
2. **When do you want it?**
3. **What will happen if you get it?**
4. **What will happen if you don't?**
5. **Why is it worth having?**
6. **How will it affect your family, friends, skills and life overall?**
7. **What will be different as a result?**



## PLANNING YOUR NEXT STEPS

### Understanding your market value

It's useful in any climate to understand your market value: not simply in terms of your financial remuneration, but also an assessment of the intrinsic value of your skills, knowledge, expertise, aptitudes and even your beliefs in terms of how they might add value to a business.

This level of awareness is likely to require both feedback from informed sources in your network and extensive research into market trends, current recruitment drives and remuneration packages offered for profiles similar to your own across a range of industries and job types.

As recruitment consultants we see employment trends every day. We work with multiple clients, across numerous sectors, to broker negotiations over salaries, job responsibilities, flexible benefits and much more. Well-informed, professional recruiters are in the best position to help you.

### Researching the market & responding to adverts

Keeping a close eye on the media can help you stay informed about possible opportunities in the job market. Get to know which periodicals, newspapers and websites are useful in your job search: many will advertise roles that may be appropriate for you, and others will include important information about anticipated recruitment campaigns, advice on success in the job market or even hints and tips on how to put together your CV.

A few good 'rules of thumb' on responding to adverts include:

- Identify whether the role is advertised directly by the hiring client or by an agency – you're likely to respond in a very different way to each, and will be able to set different expectations on what information you are likely to receive and what you may need to do in the first stage of your response to the advert.
- Research the company advertising: for an agency, check out their credentials and standing in the community in which they recruit. For an employer advertising directly, research them too: have they gone through a recent merger or MBO?
- Are they stable, growing, losing market share, diversifying, going through a corporate re-structure? Check the fundamental details of the role: salary/package, overview of deliverables, specific qualifications or experience required, location of the role, company details etc. Unless you are aware of these essentials, you might find yourself wasting time and effort applying for a role for which you would not be short-listed.

## Working with Agencies

There are almost 20,000 recruitment companies registered in the UK today – the reputation of the recruitment profession is mixed at best.

Choosing which agency to help you in your job search is an important consideration for many people, and for good reasons:

- Your recruitment agency is your ambassador and representative in the job market. Current trends are suggesting an increasingly challenging environment in which to seek and secure new employment. As such, you need to be represented in the most appropriate way and marketed as effectively as possible;
- You need to feel confident that your agency has your best interests front of mind - not just their fee;
- You need to know that your skills, experience, knowledge and aptitudes are being interpreted and presented to your best possible advantage in the marketplace;
- You should feel confident that your recruitment consultant knows what you want;
- Your recruitment consultant should have a level of knowledge and skill commensurate with their objectives to help you secure a new job.

Research the market before choosing one to represent you:

- Find out if the agency is specialist/niche or generalist: the former are more likely to have more knowledge and expertise about your area of business. If you are looking for a career change, a generalist agency may be able to provide a wider spectrum of opportunity and advice.
- Research the agency: visit their website, ask colleagues for references and find out all you can about their credibility and track record of successful placements at your level with the type of clients that you aspire to join.
- Ask about their recruitment process: a good agency will not send your CV to a client without first getting your agreement; they should not pressurise you to make a choice about your next job but, rather, they should work in partnership with you to identify suitable opportunities.

## A Good Recruiter Will:

1. Give impartial advice based on knowledge and experience
2. Recognise transferable skills and advise on how best to position these in the marketplace
3. Engage in meaningful dialogue with you to determine your precise requirements
4. Successfully evaluate your levels of competence across a range of skills and advise on areas for development in relation to a career aspiration
5. Inspire confidence.

## Working with Career Coaches & Modelling Success

There is a growing body of evidence to support the notion that working with an independent coach can facilitate positive change and help to generate clarity and purpose in the behaviours and thinking patterns of people desiring change in their lives.

This is no less true of those people looking for a new job opportunity. Opting to work with a career coach can be enormously beneficial in helping to clarify your current situation, your aspirations and your goals around finding a new role or even a new career.



Langley is happy to support you in developing these skills: you can speak to our in-house performance and career coach who is qualified and experienced in these areas. Understanding how others are successful in job hunting (and, indeed, other elements of managing their careers) is invaluable.

By extension, learning how to model the behaviours and thinking patterns of successful people can be a very powerful means by which excellence and success can find its way into your own career. Langley is again happy to advise you on this matter and we offer a referral service if you wish to consider this option.

## WRITING A CV

There are many different opinions on how to maximise the impact of your CV in the market place, with most of these views focused around the format and content of your CV. Recruitment consultancies, HR professionals, hiring or line managers, colleagues, friends and family may all have a view on how best to present yourself on the page – a dilemma!

However, Langley's experience over the years has confirmed a number of principles that we recommend using as guidance when constructing your CV.

A CV is an information document first and foremost, and we all know that information is best received (and remembered) when the presentation of that information is succinct and engaging. It is true that the CV is a tool by which you 'sell yourself' to a prospective employer, and is often your first introduction to a future employer. As such, it's important to get it 'right'.

A variety of different people read your CV - HR, line management, senior management, consultants and third parties that may be part of a recruitment outsourced solution, possible future colleagues, agencies, head-hunters, people whose first language may not be English, and so on. It sometimes pays to have a few different versions of your CV to allow for these different audiences.

However, it's important to remember that the best way to sell yourself is to explain what you do and what you have accomplished. Mission statements are fine - but they are often a statement of intent. Employers want to know what they are getting, not what they might be getting at some point in the future.

Bear in mind also that many people who read your CV are not as experienced in extracting key information (like skills and experiences) as a recruitment consultant that reads CVs every day. So it's worth spending time considering how best to convey your key skills, experience and potential to a future employer.

### Your CV should:

1. **Evidence what you do**
2. **Showcase what you have accomplished**
3. **Tell the reader what you want**
4. **Inform the reader of what you offer**

## Hints & Tips for Writing Your CV

- Keep it to a maximum of three pages – more than this and readers may begin to disengage.
- Make sure that your most significant achievements are listed on the first page – this way, it is less likely to escape the reader's attention.
- Use a mixture of bold, italics and bullet points within your text; be careful not to make it look too cluttered or too busy – succinct and easy to read is the rule.
- Present your experience before your qualifications – most employers want to know what you actually do before they consider your qualifications.
- Ensure all contact details are clearly visible – there is nothing more frustrating than seeing a great CV but not knowing how to contact the applicant!
- For CVs pitched at a permanent role, list your jobs in chronological order from your most recent/current role to at least 10 years ago. Roles before 10 years ago can be summarised or even simply listed: company, role title, dates of employment should suffice.
- Ensure there are no gaps in your work history. If there are periods of unemployment, offer a clear explanation.
- For each role in your career, explain your deliverables/targets, your achievements against them and how you achieved them – i.e. what you did, and how. Evidence is a powerful persuader.
- For each role in your career, demonstrate how your experience has developed your skills and understanding; also explain some of the key relationships in the roles. Your CV will not only tell the reader what you have done, but will also help to fashion a view of your skills in the broader context of your ability to influence and persuade. Employers will often have two fundamental questions running through their mind when considering your application:
  - Can you do this job?
  - Will you be able to work with their existing staff?
- Finish your CV with something personal - usually an indication of your interests outside work, and ideally not the standard 'I like to go out with my friends, read, cook and go to the gym'. It's always a slightly contentious area, but it's true that most people who assess a CV like to get as rounded a view of the applicant as possible. Giving an insight into your private world can help to differentiate between one CV and another. Again, caution and care is needed in this area but, on the whole, it pays to think about how to make your CV 'feel' different from the rest.



## NETWORKING

Networking has always been an essential part of creating new opportunities. In its broadest sense, networking is simply maximising the conversations you have with others. In a more specific sense, and within the context of seeking a new job, networking in a more structured and considered way can be an extremely powerful tool.

### How to be a Successful Networker

Many networking forums offer excellent opportunities to share ideas and gain knowledge from the experience of others. These forums can also yield significant career options by virtue of being introduced to influential people in your target companies.

Our advice is to actively seek out these groups, ideally through the recommendation of others whom you trust and decide for yourself whether they may be useful for you. Maximising your personal network of contacts is one of the best ways to become informed about trends in the recruitment market place, and to generate introductions to influential people.



Once a networking opportunity or forum has been identified, the skills required to maximise that moment are often in two domains: preparation and communication/interpersonal skills. Preparation is crucial: go to networking opportunities well informed about the people there, what they do, what questions to ask them and what you want from the event.

With regard to communication/interpersonal skills, networking is all about rapport. Rapport enables networking conversations to flow freely and valuable information to arise with little effort. Questions are essential - particularly those that help the other person feel that they are important and valued. A number of networking forums well established on the Internet, like LinkedIn, can prove highly profitable in making new contacts and gaining market knowledge.

Langley is highly skilled in recognising the mechanisms of networking forums and we are happy to extend our knowledge and experience in this area to help you develop your skills in networking.

## INTERVIEWS

The question of how to successfully navigate job interviews is much debated, and the public domain is overflowing with suggestions – some potentially helpful, others not so much. Langley's guidance on interviews is clear and simple, and bespoke to your situation.

We offer interview preparation and coaching for all candidates. In these 1-2-1's, experienced Langley Consultants will help you to refresh your skills in all five areas of interview success. As a start, however, here are some useful hints:

- Build rapport through firm (but not excessive) handshakes, eye contact and subtly matching body language and verbal language.
- Listen to what is being said and asked - there's nothing worse for an interviewer than to experience inattentiveness from the applicant.
- Talk about what you know and have done rather than hypothetical situations or future promises.
- Don't speak badly of your current/last employer – loyalty is valued in the minds of hiring managers.
- Ask relevant questions - find out more about the job, the company and the longer term opportunities. Remember, this interview is not one-sided; you need to find out if the job's right for you.
- At the end of the interview, shake hands firmly and express your interest in moving to the next stage, even if you're not quite sure: time spent in reflection is a powerful tool to use when evaluating your experiences during the interview.

### How to be Successful at Interviews:

1. **Be honest**
2. **Be 'present' and engaged with the interviewer(s)**
3. **Be informed about the job and the company**
4. **Talk about what you have **DONE**, not what you might do**
5. **Strike a healthy balance between asking questions and listening**

## RESIGNATION & COUNTER-OFFERS

### Dealing with Resignation & Counter-Offers

Once you have successfully obtained an offer for a role that both suits your skills and experience and that you really want, the final step is to cement your decision. Detailed below are some thoughts on how you might deal with resigning when you get your new role, along with what you might do in response to a counter-offer (your employer offering you more money or benefits to stay).

#### What can you Expect When you Tender your Resignation?

Your company will be sorry to lose you – you have contributed to achieving important business goals and objectives. You are probably involved at the moment in a project within your workplace that requires your talents. Put yourself in your manager's position: what might you do?

#### What Should you Consider if your Present Employer Offers you an Incentive to Stay?

You initially considered changing companies because your present position can no longer offer the growth potential to match your experience. It is probably fair to say that your present company has helped you progress professionally and as a result, you may feel uncomfortable resigning.

You will also be leaving fellow managers and colleagues, some of whom you might even consider your friends. These people may have been instrumental in advancing your career. All or some of these factors may make you feel uneasy. It is natural to resist change and disruption. Your manager will be no exception – they will want to keep you, and may attempt to do so with a counter offer.

#### Counter offers have many variations:

1. 'This is confidential and I shouldn't really be telling you this, but we were looking at promoting you in the next six months.'
2. 'We'll match your offer and put it into effect next pay day. I had meant to review it anyway.'
3. 'Don't make a decision now: have a think about it and we'll sit down next week to discuss.'

## Implications of the Counter Offer

Of course it is flattering that your company is concerned to hear that you are leaving, so your emotions can obscure the reasons behind your decision to leave. It is natural to be apprehensive and to let that one final doubt about doing the right thing grow out of proportion the more your manager tries to convince you. Stop and ask yourself these questions:

1. 'I made the decision to leave because I felt the new position offered me the best environment to fulfil my career needs. If I stay, will the situation here really improve just because I said I was leaving?'
2. 'If I stay, will my loyalty be suspect and affect my chance for advancement once the dust has settled?'
3. 'This pay rise makes me expensive in comparison to other colleagues for the job position I am in. How will that affect any future pay rises?'
4. 'I got this counter offer because I resigned - will I have to do that the next time I think I'm ready for a rise or promotion?'

## The Professional Attitude

The professional manager will make an objective career decision free of emotional pressures. Advice will be offered by well-meaning friends, relatives and business associates. Depend primarily upon your own judgement because quite simply, you are the only one who can fully understand the implications.

Remember: the counter offers are a belated recognition of the contribution you have made to your company. If it had come unprompted, wouldn't that be a lot more flattering? Move ahead with the goal of making yourself as valuable to your new employer as you now know you were to your old.



## Writing your Resignation Letter

Your resignation letter will be the final document in your personnel file. This means it will be the first document seen when a future employer calls for a reference or if you were ever to reapply to your company. It is also important to leave on a good note as you never know when you may end up working with a colleague or previous manager again! Therefore heed the following tips:

- Write your resignation letter in a manner that will maintain a good relationship with your employer and associates.
- Show enthusiasm and appreciation for the job you have held.
- Emphasise what you have contributed to the company or organisation, highlighting the skills that you've used. Personalisation is fine to a degree, however too much sentimentality is ill-advised and can be unprofessional.

Below is a sample resignation letter for your reference.



## INTERIM MANAGEMENT

If you have never been employed on an Interim contract there are probably many questions that you might want to ask.

Below are a number of features of being an Interim that you may want to consider:

### Diversity:

Interim work gives you the opportunity to work across a range of projects in a number of different industry sectors. The nature of project work, and the relative short-term engagement of an Interim contract (compared to permanent roles) allows for high levels of visibility, reward and recognition.

### Skill Development:

The variety of challenges managed by Interims allows you to enhance existing experience, develop new skills and broaden your knowledge base.

### Financial Rewards:

There is sometimes a belief in the marketplace that Interim Managers earn more money than their permanent equivalents. Whilst this is sometimes the case for experienced managers, the costs of running your own business must be considered.

Interim Managers are paid at a premium and must take into account that there will be times in the year when they will not be working; the guarantee of ongoing work throughout the year is perhaps the biggest concern for people considering a career in the interim arena.

### Delivery Focused:

As an Interim Manager, the emphasis for the majority of assignments will be delivering to a well-defined set of targets and expectations. This will give you significant focus in your role and you will have the added benefit of being able to clearly measure your success.

## Could you be an Interim Manager?

1. Are you a robust, self-sufficient, self-motivated worker?
2. Can you deliver to tight deadlines and demanding targets?
3. Do you work well under pressure?
4. Are you an expert in your field?
5. How easily do you engage, interact and influence others?
6. Can you quickly grasp problems and find appropriate solutions?
7. Do you like being in control of your own destiny?

## Team Role:

Some Interims have experienced a sense of relative isolation in their Interim contract; others thoroughly enjoy the autonomy it provides. It is useful to reflect on whether you would be happy in a career that does not readily allow you to become part of a business's long-term strategy or a sense of being part of the established perm team.

## Being in Control:

Joining the Interim market allows you to take control of your own career, whether through becoming a subject expert or developing a wide portfolio of experience that can be utilised across a range of subject areas. Successful Interim Managers embrace the challenge of being self-motivated in this regard and enjoy being proactive in their choices.



## Advice on Becoming an Interim Manager:

Having read through and answered positively most of the questions above, it would be useful to understand the processes and likely experiences that you will go through in your quest to establish a career in this area.

## The Process of Joining the Interim Market:

There are two options: if you are sure that a long-term career as an Interim Manager is a preferred choice, you need to seek advice about setting up your own limited company and the various levels of insurance that are required. You will also need to consider the best way to organise and manage your finances.

For further advice, there are a number of established organisations and websites that can help. If you are not sure about the long term, a fairly low risk approach would be to adopt the services of an 'umbrella' company. These organisations provide accounting, legal and insurance cover. There are many choices in the market and your preference will depend on cost, level and type of service offered.

The nature of Interim work means that you become your own boss. As such, you will be able to manage your own finances, decide how many days you want to work each year, choose what sort of projects to accept and take responsibility for your work-life balance.

## Daily Rate:

Your daily rate of pay will be determined in part by your previous salary. Another factor that bears on your day rate is the amount of Interim experience you have accrued. You will need to consider this when making a move into the interim market.

Your first Interim contract, for example, may be at a lower level than you might wish - but this is only a reflection of your relative inexperience in this field.

## The Interim CV:

The majority of Interim Managers will have accrued a higher number of roles than their permanent equivalents. As a result, the Interim CV will need to be succinct yet deliver a clear message about your achievements and capabilities.

Whether you choose to design your CV with a focus on achievements or knowledge, the most important consideration is to ensure that your CV has impact. This means that it needs to stand out amongst many and convey your ability to deliver against a specific brief (see Appendix for examples of well designed CVs).



## APPENDIX

### Model CV: Interim

#### J SMITH BSc, MCIPS

75 Hanover Square, London SW1 5RZ  
 Mobile: +44 (0) 123 456 7891  
 Home: +44 (0) 123 456 789  
 Email: JSmith@interim.net

Over 15 years of international experience in Supply Chain and Project Procurement Management, having risen to senior levels within Food, Consultancy, Travel, Financial Services and other sectors. Led outsourcing exercises in the logistics and FM areas and managed procurement projects ranging from offshore construction to charge card and system installations. Highly refined influencing, interpersonal and management skills. Successfully presented business cases to both internal and external board level decision makers.

#### SKILLS/CATEGORY/COMMODITY/ EXPERIENCE

##### **FM:** Catering, Security, Fleet, Cleaning, Security, Maintenance, Post Room

- Savings of £150K (15%) & enhanced service levels achieved by rationalising courier suppliers and initiating implanted service
- Reduced cleaning contractors from circa 300 to 6 - savings of £250K+ p.a.
- Moved from reactive to PPM/helpdesk system saving £120K+ on £1m spend.
- Catering supplies- supplier rationalisation and savings of £1.2m from £8m.
- Pan-European fleet management experience since 2002 - fleet sizes from 1000 to 2500 cars, savings of £300k to £500K achieved without vehicle downgrades

##### **TRAVEL:** Air, Rail, Hire Cars, Hotels

- Developed strategy and negotiated discounts from 10-40% on £40 million air spend. Implemented and policed preferred carrier programmes
- Negotiated additional reductions on out sourced travel agency
- Developed UK and European preferred hotel programmes. Savings of 20% achieved on EU hotels alone by rationalisation from circa 30 to 6.
- Pan European hire car deal implemented with savings of circa £50K

##### **OUTSOURCING:** Logistics, Distribution, Couriers, Maintenance

- Fleets of 200 to 500+ vehicles and drivers out sourced in both UK and Europe
- Enhanced out sourced post room services.
- Reactive in-house maintenance out sourced to PPM - savings of 25% (£100k) achieved after TUPE costs.
- Procurement support to dangerous goods fleets of up to 400 vehicles

**HR:** Temporary & Contract Labour, Flexible Benefits

- Implemented circa 25 perm & temp contract labour contracts with reduced charges and enhanced T&Cs.
- Implemented circa 10 contracts for elements of flexible benefits package (retail vouchers/child care/insurance).

**CONSTRUCTION:**

- Sub-contract Services (Civil, M&E, E&I Tankage) Capital Equipment and Bulk Materials
- Led negotiations, placed contracts and settled claims for multi £million construction sub-contracts - all disciplines
- Packages, equipment and turnkey facilities for offshore gas rig and refinery construction and static fuel storage terminals and liquid gas trailers
- Bulks: Purchased Steel plate and sections, piping, electrical and instrumentation materials

**E-SOURCING:** “Frictionless” Sourcing, SAP

- Led business process blueprinting teams for SAP MM system installation
- Developed & issued Rfxs on Frictionless

**Team Leader:**

Led teams of up to 20 people implementing change programmes.

**Languages:**

French (semi-fluent), Spanish (good), Italian (basic)

**Career History:**

Dates of Employment	Company/Organisation	Position
October '14	Company Name	Category Specialist
May 14 – September 14	Company Name	Senior Consultant
March 13 – February 14	Company Name	Lead Consultant
May 12 – February 13	Company Name	UK Procurement Manager
August 11 – April 12	Company Name	Vice President
September 10 – July 11	Company Name	Strategic Sourcing Team Leader
February 04 – August 10	Company Name	Various rising to European Procurement Manager

## V Singh BSc

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Extensive Supply Chain & Logistics experience across Manufacturing, Retail and Food Sectors. Drives improved financial performance through innovative strategic source planning and leadership of team. Establishes new directions and focuses on the effective delivery of goals. Strong creative, leadership, team building and communication skills.

Company Name	Position	UK turnover: £4.7bn
Company Name	Head of Supply Chain	2013 – 2015

- Management of procurement budget of over £160 million per annum
- Operational and quality responsibility of transport, warehousing (wholesale and 3rd Party), inventory and procurement functions
- Drove network from 23,000 nationwide deliveries per annum to 96,000 implementing new projects
- Operational lead for large scale integration project
- Development of planning processes, succession plans and standard operating procedures

Company Name	Position	UK turnover: £3.5bn
Company Name	Head of Logistics	2010 – 2013

- Improved forecast bias 33% and forecast accuracy 11% while avoiding large stock outs valued at ~\$3.1 million by leading S&OP Process and strengthening interdepartmental communications to deepen trust between different departments
- Reduced drop stocks by £18million, close to expiration stock by 86%, Net Working Capital by 43% and in-stock days by 41%
- Identified and delivered £5million savings by increasing efficiencies, improving high levels of cost to expired stock and increasing visibility of batch numbers and stock ages
- Reduced factory costs by £1.1million by introducing and tracking stock outs KPIs and improving supplier relationship management

Company Name	Position	UK turnover: £1.6bn
Company Name	Project Manager	2006 – 2010

- Implemented new £2.3million contract in to an existing site - included commercial, operational and technical workstreams
- Managed key workstreams as part of an improvement programme for an £18million per annum distribution contract for an outlet retailer
- Designed, delivered and communicated KPIs to significantly increase supply chain efficiencies
- Consultancy project for leading international high street retailer, including analysis of demand planning, developing and delivering procurement strategy, identifying and delivering efficiency savings of £4.1million

Company Name	Position	UK turnover: £1.6bn
Company Name	Production Manager	1998 – 2006

- Increased sales of locally produced products by assessing route to market, consolidating distributors from 3 to 1 and re-establishing exports
- Drove sales to \$5.2 million year-on-year
- Increased portfolio of locally made products, securing significant sales increase
- Raised tonnage 25% year-on-year and 32% above budget.
- Led increase in profit by reducing distributor margin from 34% hidden margin to 18% with higher distribution

Company Name
Company Name

### **Assistant Production Manager 1996 – 1998**

- Steered European product launch initiative delivering 92% efficiency and lost profit of 2.7million in just 12 months negotiating with co-manufacturing partner to achieve identical UK and European products.

### **Shift Production Manager 1994 - 1996**

- Increased operating efficiency (OE) by 19% and reduced waste by 10% on £7million material usage through creating, implementing, and enforcing first formalized operating procedures.

### **Earlier career experience across FMCG companies spanning 1989 – 1994**

#### **Professional:**

Member of the Chartered Institute of Purchasing and Supply  
Experienced international conference panellist and speaker.

**Interests:** School Governor. Sports: Swimming and Tennis.

## USEFUL RESOURCES & LINKS

### Useful Websites:

- [www.langleysearch.com](http://www.langleysearch.com)
- [www.i-resign.com](http://www.i-resign.com)
- [www.linkedin.com](http://www.linkedin.com)
- [www.xing.com](http://www.xing.com)
- [www.procurementleaders.com](http://www.procurementleaders.com)
- [www.logisticsmanager.com/](http://www.logisticsmanager.com/)
- [www.interimmanagementuk.com/](http://www.interimmanagementuk.com/)
- [www.iim.org.uk/](http://www.iim.org.uk/)

### Books:

- 'What colour is your Parachute?' – Richard N Bolles (pub: Ten Speed Press)
- 'Logistics and Supply Chain Management' – Martin Christopher (Financial Times Series)
- 'The Procurement Value Proposition: The Rise of Supply Management' by Gerard Chick

### Contact our Dedicated Team:

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 [info@langleysearch.com](mailto:info@langleysearch.com)

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