



**Suzanne Kelly**  
Procurement Strategy and  
Operations Specialist, Procurement



## Work Inspiration

### What does your job entail?

Completing the necessary sourcing activities within the appropriate timeline to ensure business continuity with renewals, including new contract negotiation, contract management, vendor management/issue resolution and transactions.

Effectively manage the contracts and related transactions for the commodities and suppliers that I take responsibility for as well as additional transactions requiring special attention.

Working with the business owner to accurately and effectively define their requirements.

### How did you get into this line of work?

I began my career with Bombardier Aerospace (Now Spirit Aerosystems) where I was given a place on a Graduate Scheme within their Procurement department. I worked in various teams such as Value Engineering, New Business and Off Load Strategies. After two years I became a Senior Buyer within the team. I worked for Bombardier for just over eight years, however with the job uncertainty and lack of career opportunities I decided it was time to broaden my horizons which led me to the role I am currently in at Baker.

### Tell us about your qualifications and training?

I did 10 GCSE's at Dromore High School (2 A\*, 5 A's and 3 B's).

I had to move to Banbridge Academy to do my AS and A Level's where I achieved (1 A and 3 B's at AS level and 3 B's at A Level)

I then completed a four year degree at University of Ulster Coleraine where I got a BA Hons French with Business 2:1. In my 3rd year at University I did an Erasmus year abroad where I studied at a University in Pau, France.

### What is the best advice you have ever received?

Don't worry about something you can't change!

### What do you like to do in your spare time?

In my spare time I like to socialise with friends, meals out, shopping etc, I also like to keep active with walking and some gym classes too.

### Tell us an interesting fact about yourself?

I am a qualified Nail Technician

### Who has inspired you most in your life?

It's hard to pinpoint one exact person, I would say my parents, teachers, work colleagues and friends. All of which have played a part in inspiring me throughout my life from both a personal and career perspective.

### What qualities are required for your job – personal and professional?

When working in Procurement you need to have excellent communication skills since you're the main contact for the vendor and the internal customer. You also need to be highly organised and be able to prioritise your workload whilst managing your customers' expectations. Cost is obviously a huge topic within Procurement therefore it's important that you can identify areas for savings or cost avoidance at all times. There are many types of Business and Supply Chain degrees/courses available however I think the best learning is from actually working in a Procurement environment, which is usually fast paced and constantly evolving. With this in mind it's essential that you can adapt quickly and be pro-active in your approach as you can sometimes be up against some challenging situations whether it be time constraints or a Vendor not co-operating for example.