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# Example of Procurement Operations Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of procurement operations manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for procurement operations manager

* Ensure Oracle iProcurement system issues and problems are resolved with the assistance of Information Systems team
* Ensure user compliance to Sourcing and Purchasing Card policies and procedures
* Preferred to have understanding of leading P2P technology practices and trends
* Experience with ERP and P2P systems, Proficiency in Microsoft suite (Word, Excel, and PowerPoint)
* Manage the global form of payment/corporate travel card program
* Knowledge of online booking tools and GDS systems
* Experience in North America, Europe and Asia
* Proven ability to lead change and market
* Previous experience in leading cross functional teams in complex activities that cross over departmental, geographic and entity boundaries
* Small acquisitions

## Qualifications for procurement operations manager

* 4- 5years of relevant experience in Order Management and Contract Management
* MIS and reporting experience
* Accountable for procurement operations performance
* Reporting, training
* Forecasting procurement workload
* Developing and implementing approved Procurement execution plans