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# Example of Procurement Support Job Description

Our growing company is searching for experienced candidates for the position of procurement support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for procurement support

* Act as a SME, understanding required processes and key points of contact within the organization and procurement systems
* Payment 1 – Deliverable 1 - 5% (1 month after signing contract)
* Payment 2 – Deliverable 4 - 5% (2 months after signing contract)
* Payment 7 – Deliverables 10 – 10% (7 months after signing contract)
* Payment 8 – Deliverables 9 and 11 - 10% (8 months after signing contract)
* Prioritize requirements, highlight any missing information and risks to business and challenge for clarification in time
* Maintain various Procurement systems and processes such as but not limited to – SAP, SAP Sourcing, GEP
* Serve as a liaison for common initiatives that the various teams within the Procurement CoE have launched
* Ensure the historic spend data is maintained and appropriately stored to ensure audit and functional requirements for data retention and protection are met
* To procure material on time to ensure production flow is maintained at all times

## Qualifications for procurement support

* Procurement Process Knowledge – Demonstrates an understanding of relevant procurement processes (e.g., category management, strategic sourcing, contract management, purchasing)
* Budget and Finance – Demonstrates an understanding of budgetary and financial functions, processes, timelines, constraints, and how each impacts or enables the procurement process (including annual cycles, budget initiatives, and finance activities)
* Prioritization and Workload Management – Demonstrates the ability to manage multiple activities / projects simultaneously
* Issue Resolution and Problem Solving – Demonstrates the ability to analyze problems, identify and consider potential solutions, and make timely recommendations
* Continuous Improvement – Collaborates with internal and external stakeholders to evaluate current business processes to streamline / remove inefficiencies
* Oral and Written Communication – Communicates clearly and adapts style to suit audience requirements (both, in verbal and written form)