Downloaded from <https://www.velvetjobs.com/job-descriptions/supplier-lead>

# Example of Supplier Lead Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of supplier lead. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for supplier lead

* Manage the systems of quality data analysis and reporting processes to detect issues early (including line rejects, CAL, emerging issues signals)
* Drive containment actions and corrective actions with a sense of urgency
* Strategic and Operational management of our Contract Sales Force Organisations (CSOs) to ensure quality/value for money, including compliance with contractual and governance measures
* People leadership - Expected to lead direct reports and influence peers as appropriate, in the leadership of projects or other initiatives (for example, cross functional team members on a sourcing project team)
* Category Leadership - As the category leader, the incumbent is responsible to develop then implement sourcing strategy and ensure alignment, compliance and delivery of required business performance
* Leads development, recommendation/presentation, and implementation of category sourcing strategies and ensures alignment, compliance and delivery of business requirements/needs
* Complexity of category and product mix requires high quality project and program management skills and a proven ability to manage change both internal and external through to successful completion
* Supplier Performance Management via standardized score card to ensure supply, compliance and productivity
* Proactively manage all aspects of new supply source implementation including entry and exit of suppliers and ensuing complex change management issues
* Develop site strategy for business excellence using best practice Process Management tools (SIPOC, Control Tower, Impact/Maturity analysis, MFA, QCPC)

## Qualifications for supplier lead

* Ability to travel up to 30% domestic and international (majority being domestic)
* High level of proficiency with core Procurement skills (e.g., supplier management and performance, supply market analysis, Category Management, Procurement Excellence)
* You possess the ability to work with minimum supervision, quickly analyze problematic situations, be a team player, self-motivated, and demonstrate initiative, project management strong leadership, and good interpersonal skills
* 8+ years’ experience in Supply Chain or Operations
* Drive the accomplishment of delivery to achieve the Business Sales and Kit Availability Goals
* Flexibility and enthusiasm