



# Example of Analyst, Procurement Job Description

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Our growing company is hiring for an analyst, procurement. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, procurement

- Drive, monitor and proactively follow-up on the approval of contracts and/or orders
- Assess and validate Fair Market Value calculations for accuracy
- The position will be expected to communicate primarily with internal stakeholders (Company and Bottlers), but will also have discussions with external suppliers and 3rd party (e.g., consultants, industry organizations)
- Execution of contingent worker recruitment utilizing the Beeline VMS tool including interaction with internal hiring managers, coordinators and externally with staffing companies and Beeline
- Work with the external supplier base on resolving various service issues
- Works with Suppliers to resolve Purchase Order issues such as cost, quantity, scheduled deliveries, and assists in solving purchasing discrepancies, such as invoice reconciliation working with Accounts Payable, suppliers and internal organization
- Own scorecard reporting, including Savings and Avoidance, Spend Under Management reporting
- The position will be expected to communicate primarily with internal stakeholders (Group, BU, GSP, and Bottlers), but will also have discussions with external suppliers and 3rd party (e.g., consultants, industry organizations)
- Ensuring appropriate delivery of technology goods and services
- Solicit input from key stakeholders (e.g., bottlers, internal customers, Sr

## Qualifications for analyst, procurement

- Preferred 1-2 years professional experience in buying, expediting, supply chain management or related field
- Knowledge of best practice of key procurement operations technology processes, including contract management and spend analysis
- Exceptional interpersonal and written communication skills, work well in a team environment, able to work in diverse environments and adhere to highest ethical standards
- Ability to review and assess contracts for risk and know when to escalate as needed
- Advanced knowledge of Excel with an emphasis on data analysis practices