



Example of Analyst, Procurement Job Description

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Our company is growing rapidly and is looking to fill the role of analyst, procurement. 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 analyst, procurement

- Subject matter expert in Global Spend Analytics (GSA) and North America GSA key point of contact for N.A
- Exhibit a broad understanding of functional business processes in the P2P work stream
- Support the Vendor Creation process worldwide
- Manage and execute targeted Vendor Masters process
- Interact with the business and vendors regularly
- Conduct basic reporting for the business
- Interface with IT as needed
- Collaborate with other departments to determine organizational needs by participating in the development of specifications, inventory levels, replenishment cycles and product lead time
- Responsible for supplier selection, including the creation and maintenance of supplier relationships the termination of agreements if expectations are not met
- Proactively drive invoice resolution with suppliers, program teams, accounts payable

Qualifications for analyst, procurement

- Must be able to operate independently with good working knowledge and experience in business analysis

- Good working knowledge and understanding of the supply chain management and procurement is preferred, but not required
- Understanding of procurement and Diversity programs is highly preferred
- Bachelor's degree in accounting/finance, logistics, manufacturing, and/or engineering
- A College or University degree in Business, Supply Chain Management or Finance and/or some relevant work experience and strong leadership in Sourcing or Procurement is required