



Example of Analyst, Procurement Job Description

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

Responsibilities for analyst, procurement

- Gather market intelligence to understand and advise the broader team on industry trends that may impact or inform our strategy
- Working with other departments (i.e., Finance, IT) to correct data inconsistencies and/or close gaps
- Proactively seeking cost savings opportunities through sourcing changes and providing cost / benefit analysis for proposed changes
- Generating cost models and reports, as required
- Auditing departmental cost savings, rebates, and price escalator procedures
- Supporting the company's annual planning process
- Participate in cross-functional teams in the development of sourcing strategies
- Maintains an adequate supply of material for issue
- Provide customer support and follow up
- Perform research and specialist projects as needed

Qualifications for analyst, procurement

- Experience building and creating data-driven financial models
- Bachelor's Degree in Business or a similar discipline preferred or 2 years' experience in a functional excellence position
- HOS training or experience a plus
- The candidate should have excellent PC skills and should be well versed with Microsoft Products like Excel, Word and Access (optional)

- BS/BA in purchasing, finance, management or related discipline required