



Example of Analyst, Procurement Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of 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

- AMS PP Process rollout for Assigned AMS Agreements
- Performs economic research and prepares analyses (e.g., negotiable spend, supplier financial analysis, Total Cost of Ownership, financial models,) to identify qualified suppliers and evaluate supplier reliability
- Supports Commodity Managers in assisting with Requests for Information (RFIs), Request for Proposals (RFPs), financial and performance clauses, metrics, terms, and rebates/penalties to ensure the best bid among various vendors
- Conducts post-implementation analysis to identify problems
- Lead efforts to develop and manage the Company's Supplier Qualification and Performance Management capabilities / systems
- Provide commercial and analytical support to Strategic Sourcing projects and planning
- 30% Spend trend analysis
- 10% Functional and other dashboard executive level reporting
- 30% Economic research and trend forecasting
- 30% Other BI, supplier and supply market research and analysis in support of category strategies, purchase price cost analysis, cost modeling, compliance, functional metrics and dashboard and support for risk monitoring /identification / mitigation

Qualifications for analyst, procurement

- 3 to 5 years of transactional Procurement experience in an multinational environment
- Strong knowledge of best practice procurement processes
- Experience in Outsourcing (Shared Services) required
- Experience in multinational company required