



Example of Buyer, Procurement Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of buyer, procurement. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for buyer, procurement

- Identifies and monitor risks and opportunities related to each category
- Designs, verifies and amends contracts in conjunction with the Legal Dept
- Create and deliver a category plan that will result in improved quality reduced costs
- You will work with the Regional Global Category Director to support management of Key Stakeholders to ensure that the category strategy is understood and agreed
- You will review and support category / market data and associated spend data analysis for management reporting
- You will support the Regional Global Category Director regarding compliance management, monitoring and reporting
- You will work with the Group team, Category Teams and technical streams to maximize spend coverage and compliance within the category
- You will work with the Group team and Category Director to ensure policies and standards are developed and adhered to within category
- You will manage projects within agreed timescales and budget when required, in order to develop the efficiency and effectiveness of the team
- You will ensure that category agreements and savings targets and customer satisfaction requirements are met

Qualifications for buyer, procurement

- 0-2 years relevant purchasing experience

- High degree of fluency of English is required for negotiations and internal communications
- Master's Degree in Logistics/Business/Management
- Expert understanding of procurement standards and best practices
- Ideally 3-5 years' experience within a leading edge company recognised for its purchasing excellence