



# Example of Category Associate Job Description

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Our growing company is hiring for a category associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for category associate

- Ensure the enforcement of related process and policy, working with Finance, Legal, Procurement and Audit as appropriate
- Develop senior level relationships to better understand and align with business strategy and direction to prioritize initiatives and harmonize business and category strategies
- Utilize SRM process and develop formal supplier business review program and requirements as part of the overall supplier management process
- Develop criteria for new supplier evaluation and qualification
- Ensure business partners or aware of procurement standards and processes
- Utilize and manage procurement processes (category strategy, RFP, SRM, compliance)
- Assure the success of sourcing projects with attention to detail and communication with involved parties
- Skillfully negotiate agreements in a timely manner, manage tough vendor situations and sensitive relationships ensuring value
- Resolve disputes and commercial issues with suppliers in conjunction with internal customers
- Lead cross-functional teams identifying executable actions and drive implementation plans and schedules

## Qualifications for category associate

- Must be able to work with minimum supervision once objectives are clear and

- Food CPG experience preferred
- High level of computer proficiency in Microsoft Office
- CPG or related industry experience
- Experience managing in a global environment, or global projects, and understanding of international cultures highly desirable