



Example of Category Procurement Manager Job Description

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Our company is looking for a category procurement manager. 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 category procurement manager

- Provides guidance for changes in alignment with business tactics and strategy for area of responsibility
- Manages the demand and supply matching activities, connecting strategy to execution and identifying issues and their impact
- Anticipate and assess clients' needs and objectives through strategic planning and relationship management
- Develop and gain agreement on an integrated procurement project plan to meet the Client objectives (identifies key deliverables, key dates/milestones)
- Identify improvements to be targeted by performing market, category and risk analysis, the map of how sourcing process and channels work within the category
- Establish relationships with internal stakeholders to ensure the agreed service level to integrate category plans and outcomes in local budgets and price planning processes
- Develop strategies for assigned procurement areas to include spend analysis, market and geographic considerations, strategic importance, cost reduction
- Maintains and promotes sound relationships with suppliers and the business community within the AAP Code of Ethics
- Build strong collaboration with the BU at top executive level and create a solid network within the BU and Position him/herself as the GP trusted advisor to the BU

Qualifications for category procurement manager

- Deep proficiency in Procurement processes and supplier negotiation
- Strong experience in Strategic Procurement within the Marketing (services) category
- Comfortable with risk assessment, supplier management and contract negotiation
- Familiar with Legal knowhow
- Experience in communication with vendors and stakeholders
- Ability to perform total cost analysis