



Example of Logistics Procurement Job Description

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Our company is looking for a logistics procurement. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for logistics procurement

- Responsible for development and oversight of cost center budget
- Provide system oversight for purchasing controls
- Facilitate Supplier Corrective Action Request and Non-Conforming Material system for documenting proper disposition of materials as required
- Process Change Controls, Deviations, CAPA and CPAs as required
- Coordinate finished product shipments to North American and International destinations
- Preparation of Shipping / Customs documents for all outbound shipments
- Respond to inquiries from internal & external customers and suppliers
- Annual collection of NAFTA certificates including sending out requests, recording responses, ensuring certificates are complete and following up, ensuring brokers have copies, updating database with Country of Origin/Tariff numbers as required
- Provide system oversight for the MDR process
- Influence, interpret and implement policies and regulatory requirements as directed by the Senior Leadership team

Qualifications for logistics procurement

- Strong negotiation and decision making skills with a proven track record of business development, negotiating major, complex agreements and reducing spend
- Proven leadership skills in building and developing teams in fast-paced environment

- Ability to deliver results in a matrixed work environment
- Ability to communicate and document complex processes in a clear and concise manner
- Demonstrated ability to manage client and vendor relationships