



Example of Manager, Procurement Job Description

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Our company is growing rapidly and is looking for a manager, procurement. 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 manager, procurement

- Ensure that market surveys are completed in coordination with the Executive Chef, F&B Manager and Accountant
- Ensure that hotel expenses are minimized through the use of effective purchasing and by monitor daily purchase in consultation with the relevant personnel
- Monitor all costs in the purchasing department and recommend measures to control
- Obtain the most competitive prices for goods & services after negotiations
- Under the direction of Director Finance & Business Support, co-ordinate the preparation of the Departmental annual budget and work to achieve the budget by monitoring and controlling the departmental operations, considering revenue and expenditure
- On an on-going basis, control and analyse departmental costs to ensure performance against budget
- Establishes effective communication and collaborative processes with key internal stakeholders
- Coordinates salvage programs to identify unused goods for disposition (sale, gift, internal transfer,) in order to minimize storage needs and financial burden of unused goods
- Manage supplier relationships, ensuring continuous performance improvement and implementing the necessary action plans, , dispute resolution, delivery time & quality improvements

Qualifications for manager, procurement

- Has at least 2 years of experience leading a small team
- Has strong analytical, negotiation and persuasion skills
- Maintain close liaison between the requisitioner and the supplier where the quality is of paramount importance
- Thorough knowledge of automated purchasing and inventory systems
- Strong selling skills or relevant experience in an Account Development role within a Consultancy Business
- Knowledge of the implementation or management of a Procurement related IT system