



# Example of Mgr, Procurement Job Description

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

## Responsibilities for mgr, procurement

- Accountable for final Secure all necessary approvals to ensure compliance to SOPs
- Ongoing ESP relationships
- The interface between procurement, GBS, and ESPs to ensure success of clinical trials
- To vendor audit requests and facilitate corrective action plans
- Coach and new associates
- Accountable for building, maintaining, and regularly refreshing the company spend database (spend by category/sub-category, by Division/region, and by supplier)
- Manage, coach and mentor Procurement Spend Analyst
- Manage and increase the effectiveness and efficiency of Support Services (HR, Legal and Finance) through improvements to each function within IT coordination and communication between support and business functions
- Develop and maintain the procurement system strategy and technology roadmap for the department
- Create, manage and drive adoption of best in class contract management, procure to pay and spend analytics processes

## Qualifications for mgr, procurement

- Lead the selection of the optimal external service providers (ESP) at the tactical and strategic level

- Align with Novartis Vendor Center of Excellence (VCoE), participate in vendor qualifications, follow up on quality remediation issues
- Strong entrepreneurial spirit, sense of responsibility and flexibility
- Critical thinking (Ability to process complex issues and perform sound, objective, data-based analysis to draw logical conclusions)
- Communication (Ability to synthesize complex data and analyses into compelling written or presentation materials to facilitate decision-making)