



# Example of Mgr, Procurement Job Description

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Our innovative and growing company is looking to fill the role of 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

- Conducts benchmarking and communicates understanding of world class practices, action plans on how to transition the department to a world class operating state
- Interfaces with Finance for savings sign off
- Lead supplier risk analytics and work with Sourcing leadership to establish action plans to mitigate and manage risk
- Have a comprehensive and effective knowledge of the strategic sourcing process, utilizing various sourcing tools including THS processes web based auction tools and analytical cost analysis programs and processes
- Support cross functional efforts with Operations, Quality Assurance, R&D, Sales and Graphics
- Manage the sourcing strategy development, requirements gathering, request for proposal, supplier selection, and contract negotiation components of the sourcing process for sourcing engagements as directed by the Category Lead, Front Office and Marketing
- Prepare commodity profile information (spend and opportunity assessment data, current ordering processes, product changes, value analysis, current supplier performance)
- Identify and develop team competencies and processes to support the RSS San Jose Procurement Organization
- Implement and establish policies and procedures
- In conjunction with internal partner, implement defined metrics that measure performance and reinforce/advance the effectiveness of the procurement

## Qualifications for mgr, procurement

- Can be forceful and direct diplomatic
- Can effectively articulate various perspectives and impacts of issues and project them into the future
- Priority Setting – Spends his/ her time and the time of others on what's most important
- Negotiate contract terms, scopes of work, pricing and payment schedules
- Train clinical teams in outsourcing procedures
- Accountable for final contracts and amendments