Our innovative and growing company is looking to fill the role of procurement administrator. To join our growing team, please review the list of responsibilities and qualifications.

**Responsibilities for procurement administrator**

- Recognize procurement and quality assurance processes and project actions
- Liaising with internal stakeholders to review and clarify requirements, ensuring value for money outcomes are achieved through the sourcing of goods or services
- Participate in and support the implementation of an SAP Ariba P2P solution
- Carry out the implementation and optimization activities for Ariba processes (design, setup, testing, debugging and documentation)
- Assess the functional efficiency needs, and develop, with the IT Department, SAP Ariba and process stakeholders, ways to improve the system
- Identify compliance and management report needs, and ensure every need is met
- Develop and provide training and daily support to users, including change management activities for adopting the system
- Oversee administrative activities for SAP Ariba
- Act as Ariba designated contact for all Ariba Support and Cirque IT Support tickets
- Support SAP Ariba supplier enablement

**Qualifications for procurement administrator**

- Utilizing automated procurement, supply chain systems, or ERP systems
- Establishing and maintaining effective working relationships with other
• Preparing clear, concise reports and correspondences
• Planning and organizing work to meet changing priorities and deadlines
• Automated procurement, supply chain systems or ERP systems