



Example of Procurement Agent Job Description

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Our company is growing rapidly and is hiring for a procurement agent. 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 procurement agent

- Participate in the invoice approval process to ensure that supplier invoices are in accordance with purchase order terms and conditions, and resolve issues as necessary
- Support cost reduction target for the next 5 years at BCA
- Develop interactions with program groups of business units
- Support procurement team in usage of existing project management tools
- Identify et manage potential improvements tools to better support procurement agents in their execution to meet cost reduction targets
- Represent and protect procurement interest toward finance requirements
- Initialize and participate at procurement processes development and standardization of BCA/BBA tools and processes
- Actively participate at the financial processes related to STRAT plan budget definition each year
- Ensure preparation, execution and follow-up of all Steerco sessions
- Support procurement agents in the development and implementation of sourcing strategies in line with the industrialization /globalization strategies

Qualifications for procurement agent

- Minimum of 5 years of experience in procurement in heavy industry or industrial sector
- Category expertise and ability to positively influence and lead others outside

- Knowledgeable in and able to effectively use PC software applications such as MS Word, Excel, PowerPoint, Project
- Prefer completion of the Certified Professional Purchaser Designation, or completion of level III SCMP
- Experience in the procurement of technical labor and FAR/DFARS contractual compliance
- The ability to obtain an interim or final security clearance (post start)