



Example of Procurement Agent Job Description

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Our company is growing rapidly and is looking for a procurement agent. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for procurement agent

- Working under general supervision and guidance, and as assigned, conducts site visits to current and prospective supplier locations
- Understands the fundamentals of developing and capturing best practices and lessons learned
- Preparing and executing contractual agreements
- Communicating supplier performance expectations
- Prepare, execute, and manage purchase orders from order placement through receipt of products and subsequent payment of invoices for assigned spend categories including products, services and technologies that may be considered inventory or non-inventory purchases
- Manage the request for quote processes including the preparation of documentation packages and RFQ letters, and the subsequent bid analysis
- Engage stakeholders to ensure that program, customer, product and in-service strategies are integrated into source selection, negotiation and contracting strategies
- Optimize execution of the supply chain balancing inventory, supply orders and schedule demand
- Manage supplier/subcontractor performance and relationship to ensure delivery, quality, financial stability and in-service performance
- Mitigate risks and issues

Qualifications for procurement agent

- You have knowledge and experience in project management and financial management
- Understanding legal terminology and contract clauses would be considered an asset
- Strong interpersonal skill and influencing other
- You are a rigorous person managing and approving gates to reach cost reduction targets