



Example of Procurement Agent Job Description

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Our company is growing rapidly and is looking to fill the role of procurement agent. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for procurement agent

- Manage excess material and obsolescence issues related to assigned commodities
- Support procurement requirements for new product introduction from early design to production
- Initiating and executing supplier improvement activities and integrates
- Prepares and executes negotiated contractual documents and binding agreements for products and services
- Manages supplier performance and relationship to ensure delivery, quality, financial stability and in-service performance
- Interface with internal departments on material status and production planning issues
- Monitor, review and process purchase orders per MRP to support the production schedule
- Use approved suppliers to meet business demands, select the suppliers based on total cost while meeting the needs of business and obtaining and confirming price comparisons
- Working with vendors to resolve shipping, delivery and quality issues
- Represent Purchasing at MRB and coordinate returns to suppliers

Qualifications for procurement agent

- Resolve problems associated with non-quality of products or documentation

- Successful candidates will demonstrate key skills in negotiation, effective written communications, project management, Lean and procurement processes
- More than 1 year of experience with Supplier Management or Procurement practices and processes
- More than 1 year of experience in project management