



Example of Procurement Agent Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of procurement agent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for procurement agent

- Facilitates communication of solicitations in accordance with established formats and timeframes
- Serves as the agency's purchasing-card coordinator using established purchasing card policies and procedures
- Utilizes computer skills to create, manage, analyze, and document sizable datasets and/or research information
- Develops and maintains professional knowledge of the procurement field
- Immigration compliance reporting and Ad Hoc projects as assigned
- Generate and maintain bid documents for new community setup and perform cost analysis of completed bids
- Formulate and maintain contracts in purchasing system for all new and existing communities utilizing bid information and data management tools
- Pursue house cost savings opportunities through competitive bidding, cost analysis tools, takeoff validation, and collaboration with Strategic Sourcing agents and other divisions
- Maintain accuracy of category quantities through plan review, field verifications, and collaboration with in-house estimator
- Manage specifications, option descriptions, and sample / color management for assigned categories within each community

Qualifications for procurement agent

- Procurement and/or Supply Chain related certifications (APP, CPM, CPSM,

- Conduct risk, issue and opportunity management
- Initiate and execute supplier improvement activities and integrates results into contracting strategies
- Ability to analyze data, develop a statement of work, and make strategic recommendations to management and customers
- Ability to align strategic recommendations in support of organizational goals and objectives