



# Example of Procurement Assistant Job Description

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

## Responsibilities for procurement assistant

- Communicate to suppliers the needs and expectations of the company and support the hotels in monitoring supplier performance in line with KPI's, contractual obligations and service level agreements
- Ensure compliance of established purchasing policies and procedures
- Supplier reviews and audits
- Develop a suitable contract database and protocol for ongoing supplier management including the ongoing creation, rationalisation and management of preferred suppliers highlighting key contracted information
- To effectively engage with hotel operations and finance to ensure processes and controls are understood and best practices adhered to
- Work closely with Accounts Payable to ensure a smooth workflow within the procure to pay process and lead process and efficiency improvements
- Coordinates procurement auctions (dutch, reverse)
- Ensure implementation of updates to CoE procurement governance within the localised organisation
- Train business partners and Procurement team members on procurement and supply chain management policy, process and procedures
- Working with global teams to resolve governance related issues

## Qualifications for procurement assistant

- Experience in heart and lung donor management
- Bronchoscopy skills

- During days without procurements, the PA will assist with ICU rounds and patient care of primary heart and lung patients
- May participate with implant procedures
- May participate in cardiac surgery cases which require the ability to assist and harvest vein and radial artery