



Example of Procurement Consultant Job Description

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Our company is searching for experienced candidates for the position of procurement consultant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for procurement consultant

- Analyze and evaluate market data vendor solutions
- Researches competitive bids and products for best quality of service or product
- Creation of Market Data purchasing best practices
- Relationship building with internal and external clients/vendors
- Continue dialogue with purchasing business line to ensure satisfaction
- Responsible for development of sourcing strategy and performing analytics
- Leads and manages RFx
- Extensive contact with client staff, including senior management
- To undertake and provide advice on alternative forms of Procurement at Strategic, Framework and Project level across a range of different building and engineering sectors
- Advise on good management procedures and processes and dispute avoidance options on both NEC and JCT construction contracts across a number of different building and engineering projects

Qualifications for procurement consultant

- At least 1 year experience providing support, development or consultancy in e-Procurement applications (Ariba, SAP SRM, Emptoris, Ivalua SRM, BravoSolution and Basware, Oracle E-Business Suite (EBS), PeopleSoft SRM...)
- Bachelors Degree in Business, Supply Chain Management or Finance and six or more years' experience in Sourcing or Procurement related field or an

- MBA or other advanced degree and a professional Procurement/ Supply Chain Management designation
- Technically adept with basic application software
- Bachelor's degree in the areas of paralegal/legal services, contracting, business administration, public administration, accounting, economics, finance, management, or applied mathematics with supporting skills in the areas of contracting and acquisition, management consulting, business process improvement, financial analysis, economic analysis, or other relevant area
- Capability to develop and present deliverable products to clients in both written and oral form