



Example of Procurement Operations Analyst Job Description

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Our growing company is looking to fill the role of procurement operations analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for procurement operations analyst

- Performs process-oriented tasks as assigned but applies experience to align individual work with overall strategy
- Run and analyze data from Ariba modules and Access databases, making recommendations on queries, metrics and reports
- Create Purchase Orders from Purchase Requisitions
- Maintain contractual records and documentation such as receipt and control of all contract correspondence, contractual changes and variations, milestones achievement
- Prepare and process contract amendments
- Primary point-of-contact between vendors and business units
- Work closely with stakeholders, accounts payable and suppliers to resolve issues quickly
- Influence, train, support, monitor, and drive Vendor Relationship Owners' performance within end-to-end vendor risk management processes to ensure compliance with program standards
- Execute vendor management processes including assisting in completion of and monitoring of risk management activities within the Enterprise's Vendor Risk Management tool
- Serve as a first point of contact for cross functional teams on Vendor Risk Management program elements and process

- Graduation or Post-Graduation with 1-2 years of relevant experience
- Good communication and excel skills (intermediate excel skills suffice)
- Flexibility to work with different countries, groups, and business environment
- Good interpersonal skills (needs to be able to build strong relationships over the phone without meeting suppliers or customers on a regular basis)
- Advanced knowledge in Excel, Word and Powerpoint will be an advantage
- Fluent Swedish (written and spoken)