



Example of Procurement Operations Analyst Job Description

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Our growing company is hiring for a procurement operations analyst. 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 operations analyst

- Perform analysis and report on vendor management data
- Other ongoing projects as appropriate
- Lead supplier performance scorecard development and tracking
- You will provide procurement support, focusing on multiple simple- to-complex, commodities, specific technologies, to develop expertise
- You will collaborate with internal and external partners (e.g., finance, legal) to meet business objectives and ensure control and compliance requirements across businesses
- You will perform tasks as assigned and applies experience to align individual work with overall strategy using discretion and judgment
- You will collaborate with teams to maintain and enhance the current operations and processes
- You will execute process improvements
- You will participate in Supplier Selection activities
- You may lead activities for less complex domains

Qualifications for procurement operations analyst

- Experience with creating Purchase orders for procurement (RP's, PO's, invoicing, A/P)
- Information Systems Management + PowerPoint, Word, Excel and Outlook

- Ability to work under pressure in a professional manner, handle many tasks, juggle priorities
- Ability to time manage oneself
- Persuade, influence and explore positions and alternatives to reach outcomes that will gain acceptance of all parties and will also meet your organization's strategic procurement objectives
- Demonstrated process focus and problem solving skills