



Example of Procurement Operations Analyst Job Description

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Our growing company is searching for experienced candidates for the position of 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

- You will negotiate contracts with low-risk suppliers
- You will execute standard risk mitigation and business continuity
- Work with Category teams to provide required reports and analysis in the area of spend visibility, spend classification, compliance and system adoption
- Support the team with business cases creation and savings calculations on a complex level
- Provide support related procurement tools (Ariba spend, contracts, savings capturing)
- Support Category projects with data analysis
- Update and maintain preferred supplier lists
- Prepare contract management reports and contract upload
- Provide RFI analysis and rate card comparisons
- Handle cross cluster reporting for Procurement Finance (20% of the time)

Qualifications for procurement operations analyst

- Strong customer service skills with experience influencing to drive compliance
- Adaptable to new systems and their functionality
- Highly detail-oriented and possess excellent organizational skills
- Experience successfully meeting goals and timelines
- Experience with risk management, vendor management or sourcing /

