Our company is hiring for a procurement operations analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for procurement operations analyst

- Manages price changes (monthly, quarterly) in SAP by info records creation and updates
- Maintains purchasing conditions updated in SAP
- Compile, analyze and report meaningful financial data from multiple global sources
- Review business cases and sourcing projects to ensure they meet appropriate defined definitions
- Learn FMC's businesses to effectively partner with assigned groups in order to provide SME guidance
- Learn FMC's software systems quickly and develop & maintain SOP's for processes performed as some will be quarterly or annually
- Establish relationships across each business groups and effectively partner with regional resources to ensure enterprise-wide view of data
- Complete deliverables accurately and on time
- Develop & Manage individual or multiple category plans of Sourcing – IT/Technology/Telecom/Marketing/HR/Facilities and any other commodities as necessary
- User Engagement – handling user queries for products and services, Determine the correct specification of the item(s) and source for it from the AVL or other recommended sources

Qualifications for procurement operations analyst

- Process optimization and VBA implementation
- Have a degree in Business Administration, Engineering, Statistics or Applied Mathematics
- Have 2 years of experience in a similar position
- Have excellent knowledge of MS-Office, Access, Excel, VBA, MATLABS and Project tool
- Have good organizational, communicational and analytical skills