



Example of Procurement Operations Analyst Job Description

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Our company is growing rapidly and is looking 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

- Catalog management – ensures accuracy and validity of all catalog items under the assigned portfolio
- Procurement – Advice users according to type of items requested, Catalog/Free Text/Contract PR
- Governance & Control – Perform review of expired items and their contract renewals according to expiry dates
- Management of Contract PR operations
- Support and participate in various department projects
- Challenge internal clients' needs and help them clarify specifications
- Source preferred suppliers
- Liaise with the procurement team mainly based in France
- Leads or supports process improvement projects focused on the development, design, redesign and/or implementation of new or improved business processes for supplier sourcing, procurement, and supplier contracting (CLM) systems
- Gathers and maintains knowledge of industry best practices to support business process improvement and/or reengineering projects

Qualifications for procurement operations analyst

- Are able to manage the assigned tasks with great accuracy, set your own

- Responsible for supporting purchasing, pricing, sales forecasting, monthly sales analysis and reporting, and business operations and procedures
- Graduate in Science or Commerce with procurement and analytical background with minimum 3 -5 years' experience in a large organization would be desirable
- Bachelor's degree with minimum of 1-3 year of experience, or High School diploma with minimum 6 years of experience/education in a related field may be considered
- Experience utilizing Procure to Pay software