



Example of Procurement Operations Job Description

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Our innovative and growing company is searching for experienced candidates for the position of procurement operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for procurement operations

- Provide a Procurement experience that enhances our culture, mission and values
- May lead requests for procurement of non-contracted materials/goods, services and/or supplies which are considered non-leveraged, local spend (as defined by Strategic Sourcing policies)
- Sourcing Hub and transactional processing transformation leadership
- Core process leadership (strategic sourcing, supplier management and negotiations) including deployment management and ongoing continuous improvement
- Functional leadership and Chief of Staff for the CPO
- Validate and approve submitted requisitions approving CMS requisition submissions
- Organise interviews, create, validate and approve work orders
- Perform category / supplier management activities ensuring that the client benefits from continuous improvement from their supply agreements, through the management of service levels, tracking of compliance and reporting of benefits realized
- Bidding and negotiating non-merchandise purchases for domestic and international purchasing supply demands
- Purchase distribution center's receiving supplies

Qualifications for procurement operations

- Experience purchasing commodities such as corrugated packaging, DC related capital equipment, contract services, MRO, shipping supplies, pallets
- Track record of developing and managing relationship with key suppliers internal customers
- The position requires excellent customer service, outstanding teamwork, ability to multitask and some project management skills with a pragmatic results orientation
- Experience in Grocery industry