



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. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for procurement operations

- Develop strategic plan for simplification, standardization and process improvements for the Procurement organization
- Act as main liason and Procurement lead with IT in development of visual digital tools that provide the data needed to increase organizational effectiveness
- Serve as the Procurement leader in IT's development of new ERP systems
- Lead analysis of PPV reports and review with Procurement VP opportunities for improvement
- Serve as back up or delegate to Procurement VP in review and approval of high value POs
- Own the overall coordination and recommendations to the Procurement VP for hedging utilities, metals and other applicable commodities
- Partner with Procurement VP to develop and deliver bi-annual reviews with the President of the Americas and also the company CEO
- May have work reviewed by senior level Procurement administrators
- Supervises staff assigned to building maintenance and green areas
- Responsible for the fulfillment of certifications required by law

Qualifications for procurement operations

- Developed analytical and technical aptitude
- High School Diploma or GED required Bachelors degree in Business

- 5 or more years direct people management experience
- 3 or more years Process Improvement and Change Management experience
- Previous Supplier Relationship Management