



Example of Procurement Professional Job Description

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Our company is looking to fill the role of procurement professional. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for procurement professional

- Ensure that Operations Buyers are aware of commodity specific information / instructions through up to date sourcing plans. Main Contacts / Clients Suppliers, Country Procurement Managers, Requestors, Operation/Tactical Buyers Scope Participates as individual contributor to team
- Receive, review and track new contracts for processing Statement of Works (SOW), Letter of Intents (LOI), Project Change Requests (PCR), Work Authorizations (WA)
- Ensure rates in the contracts align to the Master Services Agreement (MSA) or SOW rates
- Coordinate Procurement pricing and legal reviews for appropriate contracts
- Build the SOW in the CWM system with all the required information, including milestone payments and ensure it has accurate and up-to-date information
- Chair regular meetings with the business and suppliers for the day to day management of the larger and more complex contracts
- Deep Travel Industry Skill and Marcom Commodity knowledge would be added advantage
- Identifies, develops, and implements broader category sourcing strategies and savings projects for travel and professional services to reduce total delivered cost
- Stays abreast of industry trends for assigned categories
- Directly negotiates or oversees negotiations with key suppliers

Qualifications for procurement professional

- Experienced Buyer with a good understanding and appreciation of software contracts
- Knowledge in one of the Nordic languages is not mandatory, but could be considered as an advantage
- Master/Bachelor's Degree in Law/Business/Management
- Fluent level in English and Polish
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- At least 1 year of experience in Communication and Contract Negotiations