



Example of Procurement Professional Job Description

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

Responsibilities for procurement professional

- Provides troubleshooting and inter-departmental support for Accounts Payable
- Provides full service support throughout requisitioning, procurement, and payment processes (product search, electronic tool support, and AP discrepancy resolution)
- Gather information from agreements, catalogs & suppliers to obtain pricing, availability, specifications
- Prepare and maintain on-going management reports and other duties as assigned
- Oversee acceptable supplier performance with stakeholders and the regions
- Work closely with Legal and Stakeholders to develop and execute new contracts or improve existing contracts all of which shall include performance metrics, preferred pay terms
- Oversee the regular, cross-functional review and update of category related policies with key stakeholders
- Procures goods and services, develops proposals and/or negotiates contracts of high risk and complexity consistent with customer requirements
- Develops and/or manages proposals, contracts and/or programs involving highly complex, high risk goods and services
- Works with functional and executive management to ensure early procurement/contracts involvement in developing strategic plans

Qualifications for procurement professional

- While performing the duties of this job, the employee is regularly required to sit, talk or hear and use hands to finger, handle or feel objects, tools or controls
- 10-15 years leading global procurement organizations encompassing sourcing, supplier management, supplier quality management and procurement execution
- Demonstrated ability to establish goals and build/enhance a global organization to accomplish
- Minimum 5 years proven purchasing experience in Indirect Sourcing, contract negotiation and supplier management
- Ability to understand and address regional cultural and structural business differences