



Example of Procurement Senior Job Description

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Our growing company is searching for experienced candidates for the position of procurement senior. 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 senior

- Provide mentoring, coaching, performance reviews and career development for your team
- Responsible for creation of survey questionnaire, maintenance and analysis of survey results
- Responsible for Intelle and InfoPath forms request from global stakeholders
- Should have the ability to individually own and drive process improvement initiatives
- Compiles and analyzes data to perform price analysis and reviews proposals to establish price objectives
- Identify and coordinate improvements to the overall SMI process and strategies
- Provide exemplary supply chain leadership for suppliers and programs
- Ensures that requirements (prime contract, quality, terms and conditions) are properly communicated to suppliers
- Sources, develops and leads negotiation strategies, awards and documents purchases for materials, and services
- Considered and SME across categories

Qualifications for procurement senior

- 4+ years of experience within IT analysis/support function from a larger international organisation
- Strong Excel, VBA, Access skills is a must

- Ability to gather and analyse information, design tests and verification procedures to confirm accuracy and strengths of a given control point
- High energy and flexibility - can shoulder additional workload when necessary