



Example of Procurement Senior Job Description

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

Responsibilities for procurement senior

- Develops local category strategies for indirect spend categories in India
- Support quality and cost objectives by developing and implementing sourcing strategies that ensure the total cost of materials and services purchased have considerable value and minimal risk
- Support Category Managers and perform activities to source, manage, maintain, and implement contracts and purchase orders and the associated databases
- Business experience in working with commercial contracts, including administering subcontractors' agreements
- A basic understanding of IT equipment and related items is required
- Manage formalized risk mitigation programs to reduce vulnerability of supply chain interruptions
- Understand regulatory & market requirements and their impacts on the supply chain
- Initiate new vendor requests as solicited by campus departments
- Resolve vendor invoice issues
- Deliver responsive services to customers and stakeholders in alignment with the GSC Service Catalogue through processing requests received in ERP workflow

Qualifications for procurement senior

- Collaborate with quality organization on initiatives to improve supplier quality, drive corrective actions to minimize future product rejections

- Collaborate with corporate supply chain, finance, and quality functions for support as needed
- Travel as required to support new or continuing SMI engagements at remote sites as identified
- Be comfortable working with team members and stakeholders at other locations