



Example of Procurement Senior Job Description

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Our company is looking to fill the role of procurement senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for procurement senior

- Discover profitable suppliers and build up business partnerships to execute organization purchase needs
- Perform detailed cost analysis and execution to ensure cost saving target
- Build up supplier relationship driving early supplier engagement into business needs
- Strategically develop and implement commodity/supply chain strategies covering all Design & Construction and TSP Corporate goods and services, to deliver maximum value, leverage, and standardization
- Manage the request for proposal (RFP), bid issuance/bid submission, bid leveling, award and contracting processes within Design & Construction and TSP Corporate
- Negotiate and execute contracts and purchase orders to support business needs
- In line with manufacturing requirements, develop and drive global cost reduction strategies which best leverage supplier expertise
- Communicate effectively with senior leadership, providing key information to make data-based decisions to deliver on the company's strategic and financial goals
- Ensure effective operational controls, methods, and best practices are in place to drive a competitive advantage for the business
- Lead global negotiations and manage supplier executive level relationships

Qualifications for procurement senior

- Bachelor Degree in Business or Finance or similar or equivalent combination of education and experience (Bachelor Degree = 8 years of additional applicable experience)
- 8+ years of experience with business operations, including strategic sourcing, supplier negotiations, contract formation, and contract administration supporting a commercial market
- Experience with technical applications, including Microsoft Excel, Access, and PowerPoint
- Ability to show extensive negotiation expertise
- Ability to draft contractual agreements for proposed procurements