



Example of Procurement Senior Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a procurement senior. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for procurement senior

- Maintain an awareness of the latest buying techniques & theories, best practices, trends, legislative issues and market competitiveness information
- Interact cross-functionally with all other departments and serve as an effective and value-added service for the entire organization
- Update Price, Lead Time, Terms, in PIR's and/or Contracts
- Ensure that the SLAs for the process are met consistently and any gaps expected are highlighted well in advance to the Process Owner/Manager
- Negotiate favorable contractual terms and conditions with suppliers
- Develop and implement efficiencies, standardized tools, practices and procedures shortening the quotation, RFP and decision making and evaluation time
- Reinforce through regular benchmarking, periodic RFP's, and supplier performance metrics
- Highly visible position with regular interactions with senior management
- High energy level with the ability to juggle multiple tasks in a proficient manner
- Ability to determine sourcing for any outside processing -May coach other Buyers

Qualifications for procurement senior

- Minimum 5 years experience in a procurement environment on nuclear

- Ability to place a PO of simple to medium complexity and process a high volume of POs across various business units
- Use standard computer systems focused on supplier management processes (Maximo and possibly SAP-PRISM)
- Knowledge of buying a variety of commodities
- Diploma holder with relevant 7 years of experiences OR BS/Associate Degree in Business, Finance, Engineering or related field strongly preferred