



# Example of Procurement Senior Job Description

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Our company is growing rapidly and is looking for a 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

- Review drawings, specifications and purchase history to determine sourcing strategy
- Prepare and issue RFQs (requests for quotes) to suppliers, follow-up to assure understanding
- If applicable work with supplier to prepare cost and pricing data in preparation for CAPA review in accordance with TINA
- Conduct formal negotiations with suppliers to achieve fair and reasonable results
- Formally document purchase orders including details of summary of award
- Issue purchase orders via Exostar
- Perform routine post-award management activities including PO acknowledgement, delivery status (upkeep PO notes), expedites, risk mitigation, receiving issues and invoice issues
- Support communication meetings between suppliers and internal customers
- Prompt and timely response to all internal customer requests
- May be required to participate in supplier development activities

## Qualifications for procurement senior

- Bachelor's Degree - Business Administration, Supply Chain Management, Contract Administration, or similar discipline or combination of education and experience (Bachelor Degree = 8 years of additional applicable experience)
- Bachelor's degree is desired, preferably in business, healthcare administration

- Previous purchased services, support services or consulting experience required
- IOP qualification would be an advantage but is not essential
- Bachelor Degree is required in a supportive field
- Five years of experience in Purchasing is required