



Example of Procurement Supervisor Job Description

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Our company is growing rapidly and is looking for a procurement supervisor. 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 supervisor

- Research grant opportunities
- Oversee all related grant-writing activities
- Manage project assignments and schedules for the Unit
- Review deliverables prepared by the procurement team before passing them to the client
- Conduct an annual performance evaluation for each subordinate, setting future goals and strategies
- Conduct recruitment, selection, training, supervision, and professional development of assigned staff and new hires
- Maintain updates to policies, procedures, and training manual
- Oversee the procurement process to ensure that the customer/supplier expectations are understood and the correct material/service is delivered to the right place, at the right time, for the right price
- Lead Procurement staff
- Supervises and provides guidance to Procurement Staff on procurement matters, and reviews and signs procurement actions

Qualifications for procurement supervisor

- Intermediate knowledge of current Windows environment and applications (Excel, Word, Outlook, PowerPoint)
- Experience in QuickBooks or other accounting system preferred
- At least 5 years' experience in sourcing or direct procurement, project

- Minimum 3 years of professional experience in developing and managing RFPs and/or grants
- Strong writing, research and editing skills
- Ability to set, follow, and meet scheduled deadlines