



# Example of Procurement Supervisor Job Description

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Our company is growing rapidly and is hiring 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

- Develop business relationships with Affiliates and Stakeholders
- Define scope of work, set priorities, review planning and control performance of the team
- Monitor team workload and effectiveness to meet internal customer requirements and ensure timely delivery of the activities
- Establish back-up concept and contingency plans when necessary to secure business continuity
- Monitor KPIs and reporting to Management on a regular basis
- Motivate, coach, appraise and develop individuals to build a best-in-class professional team
- Actively support direct reports in key activities and analysis
- Recruit and train new staff to ensure timely fulfillment of vacancies and a smooth transfer of knowledge
- Support development of Technical Materials strategy, plans and the identification of business opportunities to achieve overall objectives (with collaboration with Global Technical Procurement and EU Maintenance CoE)
- Constantly act in accordance with PMI Principle & Practices

## Qualifications for procurement supervisor

- Experience with Microsoft office applications, including Word, SharePoint, and PowerPoint
- Experience with Medicaid Policy

- Two years of supervisory/managerial experience
- Knowledge of procurement regulations in accordance with COMAR Title 21
- Two years of State of Maryland procurement experience