



# Example of Procurement Supervisor Job Description

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Our growing company is looking for a procurement supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for procurement supervisor

- Minimizing time to market from idea generation to Direct Material delivery
- Onboard, manage, coach and develop direct reports to ensure long term business sustainability including appropriate training and succession planning
- Initiate Supply Chain integration
- Ensuring orders adhere to supplier agreements and contracts
- Manage and coordinate a team spread over different countries & locations (ca
- Create and maintain internal & external collaborative relationships at middle to senior management level (Poland & Baltic States)
- Conduct & interpret analysis regarding market and relevant macro-economic & supplier research for the assigned sub-categories at local and regional levels
- Provide recommendations from market benchmarks to internal stakeholders and contribute to the definition of regional and global sourcing strategies
- Use category specific analyses to prepare and lead negotiations with major suppliers within categories at local & cluster level ensuring that quality of products & services' standards are met
- Set up and maintain standards that facilitate the contractual review process

## Qualifications for procurement supervisor

- Progressing to full membership of the RICS / CICES / IOB or equivalent

- BA/BS or equivalent Supply chain or Finance preferred
- Understanding of plant operations needs and requirements of key business and functions across multiple categories
- The Procurement Supervisor/ Lead shall have five years FAA or DOD related aviation supply experience and a four year degree or equivalent work experience/ training
- Working knowledge of Government Property Control/ Procurement procedures