



Example of Procurement Supervisor Job Description

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Our company is growing rapidly and is hiring for a procurement supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for procurement supervisor

- Collaborate with various teams & stakeholders
- Manage and provide oversight to Medicaid Support Contract (MSC) sections as assigned
- Act as liaison between LDH section leads, MSC management, and assigned staff
- Assist the MSC Assistant Director in the compilation of statistics and monthly reports
- Develop and maintain updates to policies, procedures, and training manual
- Work with applicable plant/location staff to research and resolve routine supplier issues
- Responsible for approving the selection and qualification of suppliers, negotiating with suppliers, and implementing agreements for local procurement of goods and services not covered under Category Management Develops strategies to improve supplier performance for spend not under regional or global Category Management
- Resolves systemic or process oriented Goods and Invoice Receipt Issues, including Electronic Data Interchange (EDI)
- Plans sourcing to support operations strategic plans at the plant level
- Ensures the timely creation of purchase orders in response to material requirements established by field operations

Qualifications for procurement supervisor

- Experience in plant environment in Energy industry preferred
- Stays ahead of current trends (ISO 9000, TQM, Supply Chain Management)
- Results orientated, with good negotiation and conflict resolution skills
- Curiosity/willingness to learn