



Example of Procurement Supervisor Job Description

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Our company is looking to fill the role of procurement supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for procurement supervisor

- Ensures single and sole source and/or competitive justification has been executed by the buyer or specifying customer
- Responsible for reporting and monitoring of spend and control measures
- Provides local leadership and representation
- Provides training and guidance for team
- Reviews records and documentation produced by technicians and coordinators
- Coordinates with accounting groups and other business units on special projects/variances, as needed
- Vendors, both local & international, with better conditions (same specs/product/quality) must be either approved in written by International Procurement or authorized by GM and DOF
- Financial threshold for local purchases is established by DOF/GM
- Purchases exceeding the established threshold require a minimum of 3 bids
- Updated Vendor lists are available and Procurement memos are properly filed and backdated for min

Qualifications for procurement supervisor

- Effective leadership as demonstrated through team accomplishments
- Open, honest customer centric attitude
- Ability to present cost/benefit to Management to ensure buy-in from multiple

- Ability to work hand in hand with Engineering NPI, Marketing, Manufacturing and Material planning
- Skilled in pricing and cost analysis/cost reduction techniques
- Skilled in evaluating and comparing contractual requirements to supplier performance