



Example of Procurement Team Leader Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a procurement team leader. 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 team leader

- Ensure proper knowledge management within team
- Budget responsible for dedicated cost center
- Maintains local supplier relationships to ensure the procurement of materials and services are supporting local needs
- Support and deputise for the Category Buying Manager (as appropriate) and ensure the Building Products procurement team runs smoothly
- Identify, allocate and monitor resources in order to achieve goals
- Oversight of the MDM & Analytics Team
- Review with the sourcing managers the contracts to be implemented and agree on correct route to order
- Oversees the insertion of contracts and data in relevant system, ensures the right unique coding
- Ensures the daily conversion of Purchase Requisitions (PRs) from the business in to Purchase Orders (POs) for indirect purchasing
- Leads investigation, maintenance and changes of Purchase Orders (POs) (indirects) or frame agreements to allow for successful processing of supplier invoices

Qualifications for procurement team leader

- 5 years in procurement, including at least 3 years in supervisory function

- Ability to travel up to 1 month
- Ability to work on II shift
- At least 3 years of experience in working on similar position