



Example of Procurement Team Leader Job Description

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Our growing company is looking to fill the role of procurement team leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for procurement team leader

- Assist the team with feedback on material availability
- Ensure that material from suppliers overseas is correctly tracked for on-time delivery into factory
- Adjust stock holding parameters in line with guidelines from team leaders
- Assist in the introduction of new parts through Engineering Change
- Liaise with Quality and Engineering Departments with regard to non-conforming material and engineering issues raised by suppliers
- Implement/use HOS principles and Lean Six-Sigma tools as enablers
- Ensure that Process Metrics are well defined and ensure each team member has goals aligned to their respective businesses roles and duties
- Conduct the HPD and GCP process as per role for your team members
- Able to support and backfill his own staff members in an event of absenteeism, vacation, or retire in a tactical and operational way
- Lead the Procurement Services Team in Procurement department in BSC

Qualifications for procurement team leader

- Experience in Purchasing or Production Planning within a manufacturing facility
- Degree standard or equivalent
- Good understanding of best practice purchasing and planning systems and processes

- IT literate, able to implement solutions that use IT to improve efficiency and be able to support new system introduction
- Good communication skills / able to facilitate across site and national boundaries and make things happen