



# Example of Procurement Team Leader Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a procurement team leader. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for procurement team leader

- As Team Leader , will be responsible for managing procurement priorities providing timely, solution orientated advice to stakeholders when required
- As Team Leader, will be responsible for expediting the delivery of supplies or services when required or directed
- As Team Leader, will be responsible for working with Logistic Specialists to resolve discrepancies in delivery, particularly pertaining to price
- As Team Leader, will be responsible for working with Accounts Payable personnel to ensure effective flow of information that will enable timely and correct payment of invoices
- As Team leader will be responsible for maintaining accurate records of procurement decisions and for managing the team's effort in accomplishing this task as well
- Will be responsible for Approving Purchase Orders within the scope of assigned delegations and process
- Will be responsible for conducting requests for Quote (RFQ) activities with vendors to assist in the competitive acquisition of goods, subject to USG approval
- As Team Leader, will be responsible for managing / calculating relevant metrics for the Small Purchases Team (monthly, quarterly and yearly basis)
- Must actively monitor and manage the administration and closure of purchase orders and contracts as prescribed in US Purchasing requirements
- Will raise concerns with procurement processes, or conflicting priorities, with

## Qualifications for procurement team leader

- 5 years leadership experience, leading technical employees- advantage
- Experience in multi-disciplinary environment
- Deep understanding and knowledge in manufacturing technologies and commodities
- Familiar with Quality methods and Procurement processes
- Will be responsible for maintaining the integrity of data within SAP of procurement related data specific to assigned procurement activities
- Other duties as directed by the SCM Logistics Manager