



# Example of Purchasing Director Job Description

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

Our company is searching for experienced candidates for the position of purchasing director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for purchasing director

- Accountable for system-wide materials contracting process
- Accountable for establishing standardization/utilization policies and procedures, project management guidelines, and project progress
- Seeks out opportunities to achieve “break through” business process improvements through the use of information technology
- Manage the following staff
- Keep appropriate par stock on all inventoried goods
- Manage procurement and purchasing in accordance with organization’s policies and applicable legislation
- Contribute to discussions on implementation of purchasing strategy on a regional basis and implement objectives as appropriate
- Full financial responsibility and accountability for team(s)
- Provide leadership and management of purchasing projects from conception through deployment
- Extract spend files from vendors to create baselines spend for key purchasing categories

## Qualifications for purchasing director

- Bachelor's degree in Business, Hospitality, Purchasing and Sourcing Management or a related field
- Proficiency in Microsoft suite (Word, Excel, and PowerPoint) and in eProcurement tools

- A university degree or equivalent in Electronics or strong Engineering degree with MBA / PhD and Commercial / Purchasing experience
- Extensive knowledge of petroleum refining (oil product) and/or petrochemical industries
- Ability to identify and achieve "win/win" agreements