



Example of Purchasing Director Job Description

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Our growing company is searching for experienced candidates for the position of purchasing director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for purchasing director

- Serve as the leader and ambassador of shared services organization, including purchasing operations, accounts payable & cash disbursement
- Oversee the day to day processing of Purchasing Operations, Accounts Payable and Payment transactions
- Help the team resolve escalated internal and external customer issues
- Train and audit work of team members for accuracy and timeliness
- Responsible for results of outsourcing provider work product, business results and compliance
- Responsible for maintaining sufficient internal controls in to the process and supporting SOX compliance / audits
- Coordinate with Director (P2P Process Excellence) to set the strategy for technology and related improvements
- Work with internal stakeholders to support the global consolidation of AP and cash disbursement activities during various JDE conversions
- Own the design and implementation of a center-led purchasing organization
- Work in close coordination with Treasury and Cash Management and support accounts payable audit recovery

Qualifications for purchasing director

- Master's degree in Business is beneficial
- 10-20 years of relevant experience in the petroleum refining or petrochemical industries

- Bachelor's Degree with 15 years' experience which should include ten in strategic purchasing, supply chain management, materials management, or procurement, including previous line management experience
- Lead the centralized data management organization
- Own purchasing data for the enterprise, including suppliers (~110k), items (~1.1M) and cross-reference data