



Example of Senior Procurement Analyst Job Description

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

Responsibilities for senior procurement analyst

- Meeting with members of various marketing departments to confirm actual and planned spends
- Providing and reviewing coding of marketing spends including P-cards, check requests, wire transfers and shopping carts
- Analyzing allocated costs recorded by location to create algorithms for budgeting and forecasting purposes and prepares reports for territories of actual allocated costs
- Maintaining by-title EFC and Ultimate reports and issuing management reporting to departments to help in managing budgets
- Preparing, analyzing, and reconciling vendor spend reports
- Liaising with Accounts Payable to ensure accurate and timely payments are made
- Process requisitions, purchase orders and assist with invoice reconciliation
- Analyze corporate requirements and source cost effective solutions
- Produce monthly departmental and SOX reports
- Manage assigned categories for supplier performance program and produce key departmental metrics

Qualifications for senior procurement analyst

- Typically requires a degree in a related field (or the equivalent education and experience)

- Deep domain expertise with established thought leadership in Sourcing, Procurement and Supply Chain Management
- Strong understanding of Total Cost of Ownership and how trade off decisions impact delivered cost
- Leverages interpersonal skills to build and maintain relationships both internally and externally
- Exudes strong ability to multi-task with a sense of urgency in a fast paced work environment