



Example of Senior Procurement Analyst Job Description

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

Responsibilities for senior procurement analyst

- Participate on various process improvement teams within the group in an effort to streamline functions
- Work with vendors and business units to resolve invoicing errors/issues
- Support the analysis of spend department reporting (e.g., process and supplier performance, analytics, periodic and adhoc reporting)
- Introduce innovation across the Procure to Pay end-to-end process to reduce cycle times and costs
- Serve as an expert analyst in the assessment (including technological and operational) and improvement of operational effectiveness and efficiency or the improvement of complex management and operational policies, processes and systems
- Consult with management to prepare detailed plans, goals, objectives, operational or information technology requirements, and criteria for complex or high-value management policies, processes and systems
- Other operational performance and policy tasks as assigned
- Mine data from a variety of sources within Dean that will provide a comprehensive analysis of Dean's usage and spend of key ingredient commodities and related costs, and other main drivers of Procurement FP&A expense
- Assist with cost analysis to support RFPs and pricing exercises, work on special projects and develop various ad-hoc reports as needed
- Manage a synchronized and streamlined process to track baseline spend

Qualifications for senior procurement analyst

- Minimum of 2 years' of recruiting
- Minimum of 2 years' in a client facing role communicating with management
- Minimum of 1 year experience working in IQ Navigator
- Bachelor's degree in a related field and 3+ years strategic sourcing experience
- Familiarity with ERP systems for RFQs, POs, receiving, invoicing
- BA/BS degree in Accounting/Finance or related field (strongly preferred)