



Example of Senior Procurement Analyst Job Description

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Our innovative and growing company is looking for a senior procurement analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for senior procurement analyst

- Act as the focal point for all communication with law, finance and business teams for resolution of contract issues and disputes
- Curate data (from disparate data sources) so to meet business planning and strategy development needs—data accuracy and accessibility is paramount
- Develop financial models to allow for margin management analysis
- Prepare summary analyses and presentation packages to discuss recommendations for action with Procurement, Brand & Senior Management
- Analyze & Report on cost reduction projects for assigned areas
- Support the annual financial plan and monthly forecast processes
- Identify areas for continuous improvement and cost savings
- Leverage analytics and insights that deliver solutions
- Working as a Supplier Management liaison in support of the Global Trade Control (GTC) and Supply Chain Security (SCS) organizations
- Provide guidance and support to the BDS SM organization in the application of U.S. Government export/import regulations including but not limited to, International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), and US Customs and Border Protection Regulations, amongst others related to Non-U.S. procurements

Qualifications for senior procurement analyst

- Proficiency in Excel and Access in order to manipulate large amounts of data
- Proficiency in Windows, Word, and PowerPoint
- Strong written and verbal communication skills, as this role interact with all levels of personnel, including upper management
- Second European language preferred (Spanish)
- Strong analytical skills is a must superior understanding of MS Excel