



# Example of Senior Procurement Analyst Job Description

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

Our growing company is looking for a senior procurement analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior procurement analyst

- Curate data (from disparate data sources) to meet business planning and strategy development needs—data accuracy and accessibility is paramount
- Monitors vendor performance to ensure ongoing level of service meets the requirements as determined by the business or the contract
- Assists with other site-specific tasks
- Consistently interacts with end-users
- Attends quarterly meetings with critical vendors as needed
- Tracks and reports savings monthly
- Keeps end-users briefed on order status
- Manages “Open Order” report
- Creates and maintains Wuxi numbers
- Updates “Reserves” spreadsheet

## Qualifications for senior procurement analyst

- Build, maintain and enhance relationships with our internal and external stakeholders
- Proven experience of leading a procurement end-to end process in a Shared Services environment
- Must be able to interact well with others in a team environment meeting time-sensitive requirements
- Experience in carrier facing skills in a fast-paced environment

