



Example of Strategic Procurement Job Description

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Our company is growing rapidly and is looking to fill the role of strategic procurement. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for strategic procurement

- Manage exempt and non-exempt Strategic Sourcing & Procurement staff
- Implementing and executing strategic sourcing strategies
- Undertaking of supplier management (selection, qualification, evaluation, auditing and development) to gain the best suppliers and guarantee an optimum supply chain
- Active involvement in the product development / manufacturing process initiation and pushing forward cost reduction measures (design to cost, target costing, standardization, key data,) to achieve the target costs for materials and reduce the overall material costs by fulfilling the necessary functions
- Responsible for creating and leading SWAT Team that works with division purchasing leadership to ensure implementation of 2nd Story Initiatives to include
- Key team member responsible for development of should cost targets and bench mark pricing for all divisions
- Demonstrate thought leadership related to the identification, implementation and continuous improvement of sourcing best practices, systems and processes
- Establish relevant internal and external communication to ensure effective management and tracking of initiatives and processes
- Ensure that the right talent is in place to achieve strategic targets by dedicating time and resources to staffing, talent management and capability building
- Ensure strategies are delivered across the organization through measurement

pathways to reach objectives through resource re-allocation, short term target adjustments

Qualifications for strategic procurement

- Continually monitor user needs and behaviors and work proactively to provide required products and services by liaising with users and vendors
- Must have ability and training to effectively analyze data
- Logistics (Small Parcel, Ocean / Air/ Ground freight)
- Bachelor's degree in Accounting/Accountancy with 6 months – 1 year experience in related field
- Minimum of 7 years of procurement experience required
- InDirect Procurement experience preferred