



Example of Supply Chain & Procurement Job Description

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Our innovative and growing company is looking to fill the role of supply chain & procurement. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for supply chain & procurement

- Identifies and measure project based risks, and develop strategies and negotiations for contractual issues that reduce such risks, involving Legal and other departments as appropriate
- Ensures compliance with Company Regulations, Company Code of Business Conduct and Anti-Corruption Laws, including the FCPA and Anti-Bribery Act
- Ensures services and goods are contracted at competitive prices, while maintaining quality standards
- Confirms compliance with current AMA1 Project guidelines and Mozambique laws as applicable to contract development
- Maintains auditable files
- Maintain global transport rate database for the USAID Global Health Supply Chain (GHSC) – Procurement Supply Management (PSM) project
- Support the USAID GHSC-PSM global health commodity sourcing teams by enabling timely provision of logistics cost estimates
- Receive and manage spot rate requests to support expanding and evolving scope of global health campaigns supported by the GHSC-PSM project
- Serve as primary internal and external interface for carrier tariff implementation, including working closely with a 3rd party freight bill audit and payment provider
- Benchmark key cost drivers and operational capabilities of incumbent and candidate transport service providers

- Review Testing scripts for comprehensiveness, for example, to ensure accuracy of Integration and regression testing efforts
- Provide support to ease adoption of the new enhancements and ongoing production support
- Experience with vendor master configuration
- Understanding of ABAP development, test and debug nice to have but not required
- Ability to work in a fast-paced environment including ability to manage multiple priorities from various internal customers
- Strong Project Management and project solving skills