

Procurement Management: Manager, Procurement

Sources and purchases machinery, equipment, tools, raw material, packaging materials, parts, services and/or supplies necessary for operation of an organization. Compiles and analyzes statistical data to determine feasibility of buying products and to establish price objectives. Compiles information to keep informed on price trends and manufacturing processes. Confers with suppliers and analyzes suppliers' operations to determine factors that affect prices and determines lowest cost consistent with quality, reliability and ability to meet required schedules. Reviews proposals, negotiates prices, selects or recommends suppliers, analyzes trends, follows up orders placed, verifies delivery, approves payment and maintains necessary records. May prepare bid packages.

Management Role

Accomplishes results through subordinate supervisors or exempt specialist employees.

Policy and Strategy

Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.

Freedom to Act

Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources and funds.

Liaison

Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.

Operations Involvement/Direct Work Involvement

Responsible for all projects assigned to the organizational unit. Acts as an advisor to subordinate supervisors or staff members to help meet established schedules or resolve technical or operational problems. Directly participates in establishing and administering many centralized functional projects. Submits and administers budget schedules and performance standards.

Minimum Education and Experience

Bachelor's Degree in Supply Chain, Business or a related field and 10+ years of diverse professional experience in all areas of Supply Chain, Contracts or Operations which may include 5+ years of managing respective area. Master's Degree preferred.