

**ROLES IN PROCUREMENT** 

# Procurement Manager

**ROLES + RESPONSIBILITIES + KEY COMPETENCIES** 





## PROCUREMENT MANAGER

## About the Role

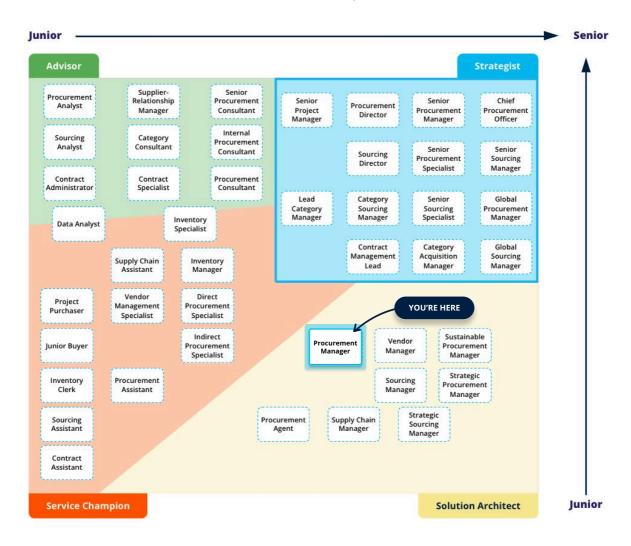
A Procurement Manager is in charge of overseeing supplier relations and the transportation details for a company. They handle what products need to be in the inventory, delivery times, retail locations, and the hiring and training of procurement staff for procurement tasks.

- Procurement Role Family:

  Solution Architect
- \$ Salary Range \$113,300-\$143,300/year with an average of \$127,000/year
- Work Experience
  1 4 years

#### **Procurement Roles Overview**

View the full career map here



#### **REQUIREMENTS + RESPONSIBILITIES**



# DRIVING PROCUREMENT SUCCESS

As a Procurement Manager, you oversee sourcing needs, manage direct procurement for production, and handle indirect procurement to support daily operations efficiently.

#### **MEY RESPONSIBILITIES**

- Identifying the organization's procurement requirements
- Overseeing direct procurement processes, which involve acquiring raw materials, resources, goods, and services for manufacturing
- Managing indirect procurement, which includes purchasing goods, services, supplies, and materials required for daily operations



#### **SKILLS & COMPETENCIES**

- Risk management
- Analytical skills
- Communication
- Supplier relationships
- Category management
- Contract management
- Strategic thinking
- Business acumen
- Adaptability
- Time management
- Accounting skills

- Project management
- Customer relationship management
- Leadership
- Budget management
- Collaboration skills
- Strategic sourcing
- Technological skills
- Result oriented
- Interpersonal communication
- Global Procurement



# JOB DESCRIPTION TEMPLATE

Create a clear and comprehensive job description with this template, outlining key responsibilities, required qualifications, and essential skills needed for the role. Perfect for ensuring alignment with organizational goals and attracting the right talent.

**JOB TITLE:** Procurement Manager

**LOCATION:** [Insert Location]

**REPORTS TO:** [Insert name and title of supervisor]

A procurement manager is responsible for an organization's procurement of goods and services. They are responsible for the discovery of cost-efficient and quality suppliers and the negotiation of contracts to get the best advantages out of it, among other things.

#### **O** KEY RESPONSIBILITIES

- · Connecting and collaborating with key company employees to determine product and service needs.
- Delegating tasks and supervising procurement tasks and procurement employees.
- Identifying areas for improvement and developing strategies for improving them.
- Managing direction, coordination, and evaluation of procurement processes and the procurement team.
- Develop strong and positive relationships with business stakeholders and suppliers.
- Creating and implementing policies and procedures for risk management and procurement improvement.
- Analyzing available data to predict market trends and make more informed procurement decisions.
- Communicating and collaborating with other departments to know what items or services are needed.
- · Finalize and approve budgets.
- · Creating detailed reports on company needs.
- · Creating budget proposals for different areas, like materials, goods, equipment, or advertising.
- · Calculating how to meet budgets or make cost-saving decisions through sourcing and data analysis.

#### **★** KPIS FOR THIS ROLE

- Price reductions: Cost-saving strategies used to reduce overall procurement spend.
- Competitive sourcing: Sourcing and negotiations that lead to cost reduction.

**CONTINUED ON NEXT PAGE** 



# JOB DESCRIPTION TEMPLATE

Create a clear and comprehensive job description with this template, outlining key responsibilities, required qualifications, and essential skills needed for the role. Perfect for ensuring alignment with organizational goals and attracting the right talent.

#### ★ KPIs FOR THIS ROLE (continued)



- Cost avoidance: Avoidance of costs by things like avoidance of market price increase with negotiation.
- Cost development: Measures the changes in cost over time and the effect of savings.
- Savings: Percentage of actual savings year over year.
- **Contract prices and compliance:** Maintenance and management of contract prices and ensuring that it is complied with.
- Quality performance rating: The quality of suppliers and the consistent monitoring of their performance.

#### **KEY SKILLS & QUALIFICATIONS**

- Bachelor's Degree in supply chain, procurement, or related field.
- Has experience in the field for at least 1 or more years.
- · Financial and economic skills.
- Excellent attention to detail.
- · Has an analytical mind and is good at problem-solving.
- · Excellent negotiating and networking skills.
- Has working knowledge of procurement software and is willing to learn about other software as needed.
- Has excellent communication skills and equally great relationship management skills.



## **DETAILED SKILLS DESCRIPTION**

A Procurement Manager excels in leveraging technology, managing budgets, and negotiating deals. Strong leadership, communication, and problem-solving skills ensure efficient procurement operations and strategic decision-making.

#### **COMPUTER LITERACY**

Ability to handle hardware and software for procurement purposes.

#### **MATHEMATICAL SKILLS**

Budgeting and finance make it advantageous to have mathematical skills as a procurement manager.

#### **COMMUNICATION SKILLS**

Being able to effectively communicate both verbally and in writing.

#### **NEGOTIATION SKILLS**

Knowing how to get the best deals when it comes to bargaining.

#### **LEADERSHIP SKILLS**

Knowing how to efficiently and effectively manage a group of people and make sure they run like a well-oiled machine when they handle procurement matters.

#### **PRESENTATION SKILLS**

Ability to pitch something engagingly and effectively.

#### **PROBLEM-SOLVING**

Ability to think of solutions, especially in a fastpaced and high-stakes environment.





# KPIs FOR THIS ROLE

Success as a Procurement Manager is defined by cost savings, competitive sourcing, and contract compliance, with key metrics like savings, cost avoidance, and supplier quality driving efficiency and value.

1.



### Price Reductions

Cost-saving strategies used to reduce overall procurement spend.

2.



## Competitive Sourcing

Sourcing and negotiations that lead to cost reduction.

3.



## Cost Avoidance

Avoidance of costs by things like avoidance of market price increase with negotiation.

4.



## Cost Development

Measures the changes in cost over time and the effect of savings.

5.



## Savings

Percentage of actual savings year over year.

6.



### Contract prices and compliance

Maintenance and management of contract prices and ensuring that it is complied with.

7.



# Quality Performance Rating

The quality of suppliers and the consistent monitoring of their performance.



## DETAILED RESPONSIBILITIES AND TASKS

As a Procurement Manager, you oversee purchasing, optimize processes, manage supplier relations, and ensure cost-effective, strategic procurement.

- Connecting and collaborating with key company employees to determine product and service needs.
- Meeting with suitable vendors to assess vendor products, inquire about their services, negotiate pricing, and communicate to them about any product-related concern.
- Conducting research on various vendors to determine which one suits the company best in terms of quality and pricing.
- Monitoring sales trends to determine which products are more popular than others.
- Implementing vendor selection programs to have a systemic way of securing the best vendors.
- Interviewing new vendors and continually and consistently monitoring current vendors with regard to their responsibilities and obligations.
- Establishing vendor standards to asses vendor performance and consistency.
- Evaluating current vendor management programs and
   looking for ways to improve them and make them more efficient.



## **ROLES IN PROCUREMENT**

# Thank you!

For a detailed overview of all procurement roles and their functions, click <u>here</u>.

Let us help you build your best procurement team yet at <a href="https://www.procurementtactics.com">www.procurementtactics.com</a>.



## LET'S KEEP IN TOUCH

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