

ROLES IN PROCUREMENT

Procurement Agent

ROLES + RESPONSIBILITIES + KEY COMPETENCIES



REQUIREMENTS + RESPONSIBILITIES

DRIVING PROCUREMENT SUCCESS

A Procurement Agent ensures that a company acquires necessary goods and services efficiently and cost-effectively, aligning purchasing activities with organizational objectives to maintain seamless operations.

 KEY RESPONSIBILITIES

- Supervise supplier-related operations and track supplier performance
- Collaborate with suppliers to address performance-related concerns
- Ensure adherence to company protocols and contract stipulations

 SKILLS & COMPETENCIES Communication Risk management Relationship management Purchase orders Time management Organizational skills Contract management Cost savings Detail-oriented Negotiation Problem Solving Adaptability Strategic sourcing Interpersonal communication Collaboration Leadership Supply chain management Proficient in Math and English

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 Agent
LOCATION : [Insert Location]
REPORTS TO : [Insert name and title of supervisor]

A procurement agent is responsible for the purchasing of goods for a client or a company. They usually do things like prepare purchase orders, request goods from suppliers, and provide updates on shipping aside from other things.

KEY RESPONSIBILITIES

- Keeps records of materials shipped.
- Provide global expertise and additional support with data available.
- Create and implement cost savings initiatives and financial forecasting.
- Lead sourcing events and mid-contract negotiations as needed.
- Oversee utility bill processing, reconciliation, and payment.
- Maintain and manage positive relationships with customers and vendors.
- Support in developing and implementing long-term procurement strategies.
- Communicate and collaborate with suppliers in performance concerns and make it more efficient.
- Analysis of information to find the root cause, improvement opportunities, and possible risks.
- Ensure the timely completion of projects and initiatives of the supply chain or procurement department.
- Create and review bid forms and deposits.
- Contact vendors and solicit bids for purchasing supplies and equipment.
- Consult with customers to resolve supplier performance issues.
- Consult with internal customers to resolve supplier performance issues.

KPIs FOR THIS ROLE

- **Number of Suppliers:** Amount of suppliers available for a variety of choices on the best deals.
- **Compliance Rate:** Verification of supplier compliance for legal and business requirements.

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★ KPIs FOR THIS ROLE (continued)



- **Supplier Quality Rating:** Evaluation of supplier quality by assessing current supplier relationship advantages, future supplier relationship advantages, quality of goods, reliability, etc.
- **Purchase Order Cycle Time:** The average amount of time for a purchase order cycle and how efficiently the order process is executed to minimize as much time as possible.
- **Emergency Purchase Ratio:** The number of emergency purchases done.
- **Purchases in Budget and Time:** Purchasing time and cost or budget and how they are used wisely.
- **Procurement Cost Reduction:** Tangible cost savings of procurement.

🔑 KEY SKILLS & QUALIFICATIONS

- Bachelor's Degree in business, computer science, or a related field.
- At least 3 years of experience in the industry.
- Proficient with Microsoft Office software, especially Excel and Outlook.
- Experienced with other forms of procurement tools and software.
- Can manage RFI/RFP processes.
- Efficient in budget planning.
- Familiar with common procurement systems.
- Capable of overseeing negotiations.

MORE DETAILS & RESOURCES

DETAILED RESPONSIBILITIES AND TASKS

A Procurement Agent oversees procurement, negotiates contracts, and coordinates with suppliers to ensure timely, high-quality deliveries. Monitoring supplier performance and optimizing purchasing strategies are key to improving efficiency and cost savings.

- ✔ Keeps records of materials shipped.
- ✔ Provide global expertise and additional support with data available.
- ✔ Create and implement cost savings initiatives and financial forecasting.
- ✔ Lead sourcing events and mid-contract negotiations as needed.
- ✔ Oversee utility bill processing, reconciliation, and payment.
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MORE DETAILS & RESOURCES

DETAILED SKILLS DESCRIPTION

Success as a Procurement Agent requires strong communication and negotiation skills to manage suppliers and secure favorable terms. Problem-solving, attention to detail, and procurement expertise are crucial for effective risk management and sourcing.

STRATEGIC SOURCING

Up-to-date knowledge of the market and keen analysis to strategically buy goods and services at the best deal for the best quality.

CUSTOMER SERVICE

Support available to customers before, during, and after the purchase of the product or service.

INVENTORY CONTROL

The process of managing and maintaining inventory and making sure the stocks are always replenished, with no shortages or surplus.

PROJECT MANAGEMENT

The planning, organizing, and overseeing of a project or multiple projects.

CONTINUOUS IMPROVEMENT

Continuously find ways to make processes easier and more efficient, in any way possible.

SUPPLIER MANAGEMENT

Overseeing suppliers and their performance while maintaining a positive relationship with them.

SUPPLIER SELECTION

Evaluating and choosing the best supplier for the job that meets all company standards, has the most cost-effective deal, and has the best quality over other candidates.



MORE DETAILS & RESOURCES

KPIs FOR THIS ROLE

A Procurement Agent's performance is measured by cost savings, supplier performance, and procurement efficiency. Compliance, order accuracy, and cycle time are key indicators of a smooth and effective procurement process.

-  **Number of Suppliers**
Amount of suppliers available for a variety of choices on the best deals.
-  **Compliance Rate**
Verification of supplier compliance for legal and business requirements.
-  **Supplier Quality Rating**
valuation of supplier quality by assessing current supplier relationship advantages, future supplier relationship advantages, quality of goods, reliability, etc.
-  **Purchase Order Cycle Time**
The average amount of time for a purchase order cycle and how efficiently the order process is executed to minimize as much time as possible.
-  **Emergency Purchase Ratio**
The number of emergency purchases done.
-  **Purchases in Budget and Time**
Purchasing time and cost or budget and how they are used wisely.
-  **Procurement Cost Reduction**
Tangible cost savings of procurement.

ROLES IN PROCUREMENT

Thank you!

For a detailed overview of all procurement roles and their functions, click [here](#).

Let us help you build your best procurement team yet at www.procurementtactics.com.



LET'S KEEP IN TOUCH

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