

**ROLES IN PROCUREMENT** 

# Senior Procurement Manager

**ROLES + RESPONSIBILITIES + KEY COMPETENCIES** 





# SENIOR PROCUREMENT MANAGER

# About the Role

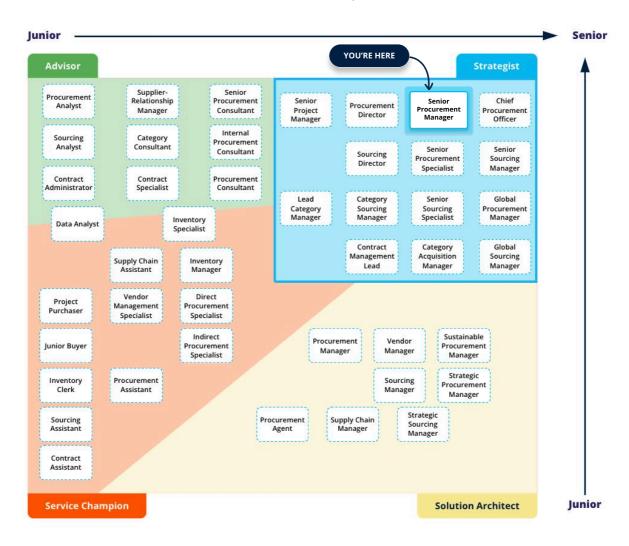
A Senior Procurement Manager is in charge of providing cost-benefit analysis, negotiating prices, managing client expectations, and overseeing the entire supply chain process. They are in charge of overseeing procurement-related activities within an organization.

- Procurement Role Family:

  Strategist
- \$ Salary Range \$128,000-\$206,000/year with an average of \$161,392 per year
- Work Experience
  5-8 years

## **Procurement Roles Overview**

View the full career map here



#### **REQUIREMENTS + RESPONSIBILITIES**



# DRIVING PROCUREMENT SUCCESS

The Senior Procurement Manager is instrumental in maintaining and enhancing the organization's procurement operations. This role demands a proactive and detail-oriented approach to uphold operational excellence and support the organization's strategic goals.

#### **MEY RESPONSIBILITIES**

- Offer project management skills to coordinate and conduct process audits, reviews, and updates
- Ensure that processes are followed as intended and remain relevant to the organization's current business needs
- Coordinate staff and ensure that all procurement department activities are carried out according to schedule

## **SKILLS & COMPETENCIES**

- Contract management
- Communication skills
- Supply chain management
- Cost analysis
- Time management
- Continual improvement process
- Financial skills
- Relationship management

- Negotiation skills
- Project management
- Leadership
- Purchase orders
- Collaboration skills
- Analytical acumen
- Risk management
- Strategic sourcing





# 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:** Senior Procurement Manager

**LOCATION:** [Insert Location]

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

A senior procurement manager works on a close-term basis with internal teams as well as suppliers and clients for the procurement of goods and services for the organization. They are also in charge of improving procurement processes developing procurement strategies, and monitoring and evaluating the performance of other procurement officers.

#### **O** KEY RESPONSIBILITIES

- Create and implement procurement policies and procedures.
- Oversee the procurement of goods and services for the organization.
- Work with suppliers to negotiate contracts and ensure that the organization has favorable terms and conditions.
- Monitor and evaluate the performance of procurement officers.
- Utilize and assign resources well for the efficient procurement of goods and services.
- Develop and implement procurement strategies.
- Create an environment that promotes effective and efficient procurement processes.
- Advise the organization on best practices for procurement.
- Ensure that all necessary paperwork and planning for procurement are completed in advance.
- Coordinate procurement plans and processes between different departments within the organization.
- Ensure efficient sourcing of goods and services at the right price.
- Ensure that specifications are complied with, deals are negotiated effectively, and that deadlines are met.
- Develop strong and positive relationships with suppliers and vendors.
- Identify potential procurement risks before they become problems.

#### **★** KPIs FOR THIS ROLE

- Procurement ROI: Return on investment (ROI) for procurement activities.
- **Sourcing Strategy Effectiveness:** Effectiveness of sourcing strategies in achieving cost savings and value for the organization.

**CONTINUED ON NEXT PAGE** 



# JOB DESCRIPTION TEMPLATE

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#### ★ KPIs FOR THIS ROLE (continued)



- **Supplier Diversity:** Track and improve the diversity of suppliers to promote inclusivity and resilience in the supply chain.
- **Procurement Process Efficiency:** Efficiency of procurement processes and policies which reduce cycle times and improve overall effectiveness.
- **Risk Management:** Measure the identification, assessment, and mitigation of risks in procurement activities to proteact the organization.
- **Supplier Relationship Management:** The effectiveness of supplier relationship management practices in building strong, positive, and collaborative partnerships.
- **Compliance:** Ensure compliance with relevant legal and company regulations, policies, and standards in procurement activities.
- Cost Avoidance: Amount of costs avoided because of effective procurement practices.
- **Procurement Process Automation:** The efficient use of automation in certain procurement processes to reduce manual effort and improve efficiency.
- **Supplier Collaboration:** Assesses the level of collaboration with suppliers.
- **Inventory Management:** Monitor and optimize inventory levels and minimize or avoid instances of too little or too much stock.
- **Training and Development:** Monitor the training and development of procurement staff and ensure that they have the skills and knowledge needed for their roles.

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

- Bachelor's Degree in a relevant field such as Business Administration, Supply Chain Management, or Finance.
- 5-8 years of experience in procurement, supply chain management, or a related field, preferably in a managerial or supervisory role.
- Have project management skills to coordinate and conduct process audits, reviews, and updates.
- Ability to ensure that processes are followed as intended and remain relevant to the organization's current business needs.
- Coordinate staff and ensure that all procurement department activities are carried out according to schedule.



# DETAILED RESPONSIBILITIES AND TASKS

The Senior Procurement Manager leads strategic procurement, negotiates contracts, ensures efficient sourcing, and aligns processes to achieve organizational objectives.

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- Oversee the procurement of goods and services for the organization.
- Work with suppliers to negotiate contracts and ensure that the organization has favorable terms and conditions.
- Monitor and evaluate the performance of procurement officers.
- Utilize and assign resources well for the efficient procurement of goods and services.
- Develop and implement procurement strategies.
- Create an environment that promotes effective and efficient procurement processes.

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# **DETAILED SKILLS DESCRIPTION**

Explore the key skills of a successful Senior Procurement Manager which combines contract negotiation, cost analysis, compliance, and leadership skills to optimize procurement and drive efficiency.

#### **CONTRACT MANAGEMENT**

Effectively and efficiently manage and negotiate contracts with suppliers to ensure compliance and achieve favorable terms and conditions for the company.

#### **NEGOTIATION SKILLS**

Secure the best prices and terms from suppliers while maximizing on cost savings.

#### **COMMUNICATION**

Excellent written and verbal communication skills for interacting with internal stakeholders and external suppliers, ensuring clear understanding of requirements and expectations.

#### **PROJECT MANAGEMENT**

Overseeing complex procurement projects and managing them with efficiency from start to finish.

#### **SUPPLY CHAIN MANAGEMENT**

A deep understanding of supply chain principles and practices and using this knowledge to optimize the procurement process.

#### **COMPLIANCE**

Knowledge of procurement regulations and the ability to ensure compliance with relevant laws and policies as well as company requirements.

#### **LEADERSHIP**

Guiding and motivating the procurement team, driving up performance, and fostering an environment and culture of excellence.

#### **TECHNICAL SKILLS**

Proficiency in using procurement software and tools is important for managing procurement processes efficiently and effectively.

#### **COST ANALYSIS**

The ability to analyze costs and identify costsaving opportunities.

#### **POLICY ADHERENCE**

Knowledge of procurement policies and procedures and ensuring that they are followed.





# KPIs FOR THIS ROLE

Track key performance indicators (KPIs) to assess procurement success, improve efficiency, and align strategies with organizational goals. These metrics highlight performance, cost savings, and supplier reliability.

1.



## Compliance Rate

Compliance rate refers to the procurement analyst's level of adherence to rules or regulations.

2.



## PO Accuracy

Low purchase order (PO) accuracy results in increased operating costs.

3.



## Rate of Emergency Purchases

The emergency purchase ratio is the proportion of unplanned purchases to total purchases within a specific timeframe.

4.



## Supplier Lead Time

Supplier lead time is the duration between order receipt and shipment.

5.



## Spend Under Management

Spend under management indicates the portion of procurement spend controlled or overseen by management.

6.



#### Procurement ROI

Procurement ROI assesses the profitability and cost-effectiveness of procurement investments.

# **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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