



Procurement Manager 1

Job summary

The [Procurement Manager](https://100hires.com/procurement-manager-job-description.html) is responsible to manage an efficient and effective purchasing operation for the procurement of materials, supplies, equipment, and services based upon applicable statutes and established purchasing policies and procedures. Responsible for the implementation of the purchasing systems and solicitation (RFP, RFQ, IFB, public works bid) processes, and the contract administration to provide support and assistance for department managers/department directors/ VPs related to their purchasing needs. Manages contracts with application knowledge to manage the database.

Responsibilities

Lead and manage purchasing operations, policies, and procedures.

Manage contracting process, bids, procurement, records, and renewals in the existing system.

Maintain procurement records and keep them current according to state standards, review contracts, and maintain an efficient central file system for contracts and renewals to assure contract compliance.

Manage insurance policies and work with an insurance broker, administration all lines of insurance bids, review with the executive team, insurance certificates/liens, records/files, and renewals. Develop reports as needed.

Partner with senior business leaders on procurement plans to enable business strategies.

Requirements

Bachelor's degree from a four-year college or university; preferably in business, business administration, or finance; and five (5) years related purchasing experience; or equivalent combination of education and experience

Knowledge of contract law; principles of negotiations; procurement techniques; research and market analysis techniques; contract development and administration

Preferred knowledge of public agency purchasing methods and procedures

Customer-focused, selfless team player that can effectively lead a team with a positive attitude

The desire, willingness, and capability to "roll up their sleeves" and do as well as lead

A passion for operational excellence and success

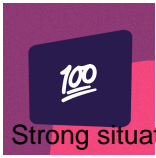
Recognizes when external perspective, expertise, services, or leverage are appropriate and develops strong working relationships with providers

Excellent communication skills including the ability to produce clear and well-organized documents

Ability to effectively plan, prioritize, document, and implement

Ability to effectively manage multiple projects and priorities simultaneously

Strong analytical skills with the ability to analyze and understand business practices, elicit and define requirements, and identify appropriate solutions and options



Strong situational awareness and conflict resolution skills

Procurement Manager 2

Job summary

The [Procurement Manager](https://100hires.com/procurement-manager-job-description.html) will take ownership of strategizing and negotiating with suppliers and vendors to acquire the most cost-effective arrangements to reduce procurement expenses while maintaining regulatory compliance and consistency with the delivery of the Company's brand value proposition. The position will lead the department by clearly defining objectives, allocating resources, managing budgets, and monitoring activities.

Responsibilities

Develop sound, cost-effective strategies for the purchasing of materials used in our clinics and support center.

Evaluate brand and operational requirements with CMO and leadership to determine company formulary.

Conduct cost analyses and set benchmarks for continuous improvement.

Maintain relationships with GPO and suppliers while continually scouting for additional sources/vendors.

Negotiate contracts, terms, and deadlines with vendors.

Manage efficient communication and flow of purchase orders, deliveries of goods, and clinic inventory management to ensure optimal business operations.

Monitor supplier performance and ensure contractual obligations are met.

Develop risk management procedures to mitigate losses in the event of product shortages. Monitor and update relevant departments regarding price fluctuations of goods and vendor pricing.

Evaluate spending operations while seeking ways to improve and enhance the quality of products purchased, the timeliness of deliveries, and inventory management optimization.

Work closely with the company finance, legal and compliance departments to make sure contracts and terms are favorable.

Supervise purchasing resource support and delegate tasks across departments when necessary.

Inventory control for our clinics.

Requirements

Minimum of 2 years in supply chain management or 5 years in purchasing or procurement.

Experience identifying and managing GPOs preferred.

Proven grasp of negotiation techniques and excellent interpersonal communication to make meaningful professional connections with Suppliers and Vendors.

Proficient in Excel, Word, PowerPoint.



Procurement Manager 3

Job summary

Our Company seeks an experienced [Procurement Manager](https://100hires.com/procurement-manager-job-description.html) to provide leadership and coordination of all purchasing activities for the system's ambulatory operations.

Responsibilities

Develop and execute purchasing strategies to reduce cost and improve product quality.

Systematically determine optimized purchase quantities and delivery times.

Measure and report key purchasing and inventory metrics.

Mitigate Supply Chain risk through supplier qualification, development, and alternatives.

Contract review and management.

Establish and maintain best practices for procurement of equipment and facility services.

Systematically monitor Inventory accuracy.

Assess and assign duties and responsibilities to purchasing agents and measure and review their work.

Develop robust vendor relationships to maintain effective communication channels and ensure ongoing alignment across several operations teams.

Establish strong, collaborative relationships with key internal and external stakeholders to strategically develop, implement and optimize vendor management processes, tools, and policies to achieve performance objectives.

Requirements

B.S. Degree in Business, Operations Management, Industrial Management, or related field.

5+ years of managerial supply chain managerial responsibility in high demand, high volume environment, preferably healthcare.

Focus on continuous improvement of prices, quality, performance, and processes.

Experience in vendor negotiations.

Experience with Excel and strong data analysis skills with the ability to derive logical conclusions.

Exceptional verbal and written communication skills.

Procurement Manager 4

Job summary

We are hiring a [Procurement Manager](https://100hires.com/procurement-manager-job-description.html) for a rapidly growing team. The individual in this role will oversee travel and temporary worker/contingent labor programs



and support multiple departments in their procurement needs.

Other responsibilities include travel approvals, travel reservation, and expense report audits, overseeing HR feeds, supporting company-wide team-building programs, and researching flight and hotel accommodation costs. Procurement responsibilities include contract negotiations, onboarding new vendors, and reviewing contractual terms.

Responsibilities

Responsible for managing relationships with contracted travel and temporary staffing agencies

Liaison with company leaders, partners, vendors, and other internal and external parties

Manage company compliance with the use of preferred suppliers and adhering to corporate travel policies

Tasked with managing the temporary staffing request lifecycle

Partner with Accounts Payable to monitor employee expense reimbursement processes, inclusive of assisting with continuous process improvement

Partner with internal stakeholders to assist, identify and resolve risks and program and service provider issues

Responsible for coordinating and scheduling temporary staffing interviews

Requirements

Minimum 5+ years of Procurement experience

Bachelor's degree or equivalent professional experience

Must be results-driven and self-motivated, operationally effective and innovative

Must have excellent communication skills (oral and written) and negotiation skills

Exceptional multi-tasking and time management skills

Must be able to thrive under pressure and be comfortable with a fast-paced changing environment

Must be reliable and possess a can-do attitude

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Job summary

The purpose of the [Procurement Manager](https://100hires.com/procurement-manager-job-description.html) position is to manage the sourcing, procurement, and management of suppliers and vendors.

Responsibilities

Responsible for designing and implementing sourcing strategies and procurement plans to support account, corporate, and client strategies and objectives.

Drafts, reviews, negotiates, and maintains contracts and other business documents in support of the purchase of goods and services.

Includes contract review and/or preparation and negotiation, contract administration, and adherence to company policies



and legal requirements and compliance.

Manages the process of contract terminations, expirations, extensions, and renewals. Interfaces with/advise peers and corporate management staff with changes or results.

Manages the supplier performance management and development program.

Designs and manages the RFP processes to support program goals and requirements. Works with internal and client stakeholders in establishing, managing, creating RFPs, and analyzing purchasing projects.

Other duties may be assigned.

Requirements

Bachelor's degree in Business Administration or related field from a four-year College and/or University.

Minimum of two years of related experience and training.

Minimum five years experience in procurement.

Excellent written and verbal communication skills.

Strong organizational and analytical skills.

Ability to provide efficient, timely, reliable, and courteous service to customers.

Ability to effectively present information.

Ability to respond effectively to sensitive issues.

Requires advanced knowledge of financial terms and principles.

Ability to calculate intermediate figures such as percentages, discounts, and commissions.

Conducts advanced financial analysis.

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Job summary

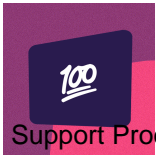
We are seeking an intelligent, highly motivated, positive, results-oriented [Procurement Manager](https://100hires.com/procurement-manager-job-description.html) to grow our Procurement team. If you love working in a fast-paced environment with a high degree of responsibility, this is the position for you. The ideal candidate will have the skills and abilities to grow into broad-level management and strategic sourcing.

As a Procurement Manager, you will manage select contractors, distributors, and suppliers, while supporting Procurement Team. You will work within a Procurement team to achieve Company's sourcing goals and meet or exceed annual business objectives.

Responsibilities

Manage assigned categories by ensuring suppliers meet or exceed quality, service, lead times, and cost initiatives.

Meet regularly with suppliers to evaluate product design and installation processes and review data and trends to ensure Company's designs remain current.



Support Procurement leadership in executing Company's sourcing strategy by establishing competitive and comprehensive contracts and vendor negotiations.

Ensure each vendor contract and relationship is consistent with the company's culture, strategic business objectives, and continuous improvement and cost reduction efforts.

Demonstrate a strong focus on customer service, both internal and external.

Ensure internal customer requirements are clearly understood and met through clear and concise communication, robust project management, and timely execution of the project plan.

Understand the Company's yearly business objectives, initiatives, and cost reduction goals and ensure they are met or exceeded.

Identify and implement projects or processes to achieve these goals.

Participate as a [team member](https://100hires.com/team-member-job-description.html) in broader initiatives, as assigned.

Requirements

5+ years of supply chain experience

Bachelor's degree (Business or Supply Chain preferred)

History of strong negotiation skills and dealing assertively with a sense of urgency

Strong commitment to Customer Service

Proven project management skills in developing and implementing change management

Strong problem analysis and judgment

Demonstrated proficiency in managing multiple tasks, setting priorities, decision-making, and meeting deadlines

Ability to self-manage and work well with minimal supervision

Ability to effectively communicate with all levels of the organization and supply base (oral, written, and verbal communication)

Procurement Manager 7

Job summary

The [Procurement Manager](https://100hires.com/procurement-manager-job-description.html) performs material planning and manages purchasing activities. This individual will oversee projects and tasks assigned to the organizational group performed by unionized, non-exempt, and/or exempt employees.

Responsibilities

Analyze manufacturing enterprise resource planning and other material requirements based on needs of assembly demands, component replenishments, substitute parts or materials, production setups, engineering changes, and enterprise supplies



Develop raw material requirements and scheduling requirements from engineering specifications and production schedules

Resolve schedule, material requirement, or business system problems with cross-functional representatives

May use Material Requirements Planning (MRP) systems. Approves part or material requisitions and initiate production and purchase change orders

Resolve master schedules and production problems and negotiates lead times.

Evaluate, research, study, and report on material management inventory reorder points, stock levels, demand, and impact of material requirements

Prepare analysis and makes recommendations for changes in material management reporting and control systems

Interface with government agencies, customer representatives, and outside agencies regarding material requirements and demand forecasting

Manage, approve and schedule all purchase requisitions

Prepare written competitive and non-competitive material justifications

Prepare and present reports regarding purchasing activities

Frequent use of industry practices, techniques, and standards

Makes recommendations for promotions, merit increases, hiring of prospective employees, and ways to increase productivity

Helps motivate workers and provides technical guidance

Deals with disciplinary actions

Executes department procedures that typically affect individual employees within their department

Interprets and executes policies and procedures

Recommends modifications to operating policies

Extensive contacts with internal personnel and outside customer representatives at various management levels concerning operations or scheduling or specific phases of projects or contracts

Conducts briefings and participates in technical meetings for internal or external representatives concerning specifics operations

Performs other related tasks as assigned.

Requirements

Bachelor's Degree and 3 years of relative experience, OR Associate's Degree with 5 years of relative experience. 7 years of equivalent training and/or professional work experience that provides the required knowledge and skills may be substituted instead of a degree.

Must be a US citizen and be able to obtain and maintain a Public Trust government security clearance

Must have related work experience in Inventory and Demand Planning

Must have experience with procurement justifications to include source selection and price/cost analysis

Must have Project Management experience



Proficient in writing/developing business cases and justifications

Ability to balance and prioritize numerous deadlines

Demonstrate appropriate People Leadership Characteristics

Communicate effectively, both orally and in writing.

Must have strong analytical and transparent measurement skills (quantitative)

Must be proficient with MS Office (Outlook, Word, Excel, PowerPoint)

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Job summary

As a Procurement Manager, you will be creating strategic sourcing from scratch, designing category strategy, and putting processes in place that are yet to be determined. You will be part of the future of the Procurement function by being able to establish connections between business needs, strategic sourcing, contract execution, and savings. This is an opportunity to own and influence the entire procurement process for your category. You will be working with cross-functional teams, decision-makers, external suppliers, and the P2P team, with the ability to make an immediate impact.

Responsibilities

Own the sourcing and contracting for indirect commodities, such as software licenses, SaaS applications, marketing, temp labor, and other indirect spending categories

Collaborate with and support business partners with the development and execution of category strategy; designing and executing RFx events, qualifying and selecting vendors

Manage the drafting and negotiation of commercial terms of contracts, SOWs, and more

Own and manage process improvement projects for sourcing and procurement

Perform spend analysis, calculate savings, provide spend information to business partners concerning sourcing and contracting procedures

Be the main point of contact for business partners to give support on process and inquiries

Requirements

Bachelor's degree

6+ years of experience in strategic sourcing, contracting, contract drafting, and vendor negotiations

Familiarity with SaaS applications and software licensing models

Comfort working in and managing a remote team

JD or Legal background preferred

ISM/APICS certification preferred

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Job summary

We are currently seeking a Procurement Manager.

Responsibilities

Managing client accounts

Managing vendor relationships

Obtaining quotes from vendors

Creating proposals, invoices, and purchase orders

Processing orders, following up on shipping statuses, initiating Returns and exchanges, and handling damage claims

Regularly updating clients on project statuses

Maintaining records of project statuses

Requirements

Has 0-3 years of experience

Has strong organizational and problem-solving skills

Has experience using Google Docs and Google Sheets

Has exceptional time management skills and can meet tight deadlines and work under pressure

Can work both on a team and independently, taking direction with minimal supervision

Has exceptional communication skills and is very detail oriented

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Job summary

We are searching for a Procurement Manager.

Responsibilities

Lead supplier selection and make vs. buy decisions in alignment with the category strategies, delivering maximum supplier performance for our business.

In collaboration with the Sustaining team, develop business cases and initial project proposals in support of supplier changes

Manage change towards supplier (provides specifications to the supplier, ensures agreement and full implementation up to IT systems, involves CM if commercial discussion required).

Manage on-time deliveries of parts for sustaining projects (samples, prototypes, ramp-up)

Manage supplier capacity against requirements for sustaining projects

Create Procurement deliverables as part of the project plan: Sourcing Plan, Supplier Selection, Release to Production



Maintenance of cost history of parts assigned, supporting project teams to roll up the actual cost

Execute supplier setup and SAP / PLM master data creation

Requirements

Bachelor's in Business, Materials, Finance, or Technical related fields

5+ years of relevant work experience

Proven ability to deliver results in supplier selection, management, negotiation, capacity planning, and risk management.

Proven ability to manage multiple projects simultaneously and deliver project milestones

Ability to manage and work within a matrixed organization

US work authorization is a precondition of employment