

JOB DESCRIPTION

I. POSITION: Procurement Lead

II. REPORTS TO: Chief Financial Officer

III. JOB SUMMARY: This position oversees the company's purchase of goods and services and is responsible for creating, developing and maintaining efficient and effective purchasing policies and procedures. This role will also be key in strategizing cost efficiencies and streamlining processes to ensure adherence to budgets.

IV. JOB TASKS:

Responsibilities:

- Centralize procurement, develop, hone and execute new improved procurement strategies across all channels of purchasing
- Create policies and procedures and put in place work flow processes
- Streamline efficiencies through management of every aspect of supply chain and notify CFO of any obstacles to ideal efficiency
- Drive the implementation of cross-departmental procurement/purchasing systems that integrate with company ERP to increase efficiency, effectiveness, completeness and accuracy of the procurement function and support the improvement in efficiency in Accounts Payable as well as overall accounting processes
- Work closely with Program Management Office to ensure processes and protocols are consistent with alignment initiative and functional plans
- Work closely with Communications to ensure all new processes and changes are communicated with the relevant stakeholders
- Ensure adherence to all purchasing policies and procedures
- Delegate tasks and supervise work of purchasing agents across all departments
- Work with the purchasing clerk and appropriate teams to nurture relationships and negotiate with external vendors to secure advantageous terms
- Approve ordering of necessary goods and services
- Work with the purchasing clerk and appropriate teams to examine existing contracts, identify and research new products and services as required
- Initiate policies and procedures to track and report key functional metrics to reduce expenses and improve effectiveness and efficiency
- Develop and report on purchasing activity and metrics to CFO on a daily, weekly and monthly basis
- Collaborate with the purchasing clerk and key persons to determine their product and service needs
- Foresee unfavorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs

Requirements:

- Strong leadership capabilities
- Talent in negotiations and networking
- Goal orientated
- Strong experience in process development and improvement
- Experience in collecting and analyzing data
- Aptitude in decision-making and working with numbers
- Excellent verbal and written skills
- Good understanding of accounting concepts and processes
- Detail oriented with excellent analytical and problem solving skills, including the ability to deal with situations where information is difficult to obtain, complex or ambiguous
- Positive attitude, ability to work in an ever-changing environment and handle multiple tasks or projects
- Committed to accepting and meeting deadlines
- Additional tasks as required