

**POSITION: SENIOR PROCUREMENT SPECIALIST**

Reports To: Director of Global Procurement

Why Open: Promotion

Base Salary: To 60's (Depending On Experience)

Location: St Louis, MO Metro Area

Stable & Growing \$B+ Client

Chemical/Process Industry

**SEEKING LOCAL CANDIDATES OR RENTERS ONLY!**

**RESPONSIBILITIES**

The Senior Procurement Specialist is responsible for managing assigned projects related to strategic plans for the chemical products, indirect expenditures, and/or capital expenditures. This includes; working with company's PPL's or GCM's to monitor supplier market profiles to identify opportunities within the marketplace, independently source and negotiate for best overall cost as well as identify improvement efforts with company's Strategic Suppliers. The later includes; improving on-time/quality improvements, negotiating supplier agreements that maximize the corporations benefits as well as building supplier relationships to ensure continuity of supply. The Senior Procurement Specialist, with the Global Category Manager and/or PPL, will assist with developing the strategic plan and implementing specified indirect category spend. Within the department, the Senior Procurement Specialist is expected to identify and lead local Process Improvement Initiatives as well as mentor Procurement Specialists.

**ESSENTIAL JOB FUNCTIONS**

Develop a Global, National, or local strategic plan for Direct spend projects with limited guidance from departmental management. This includes sourcing opportunities, negotiation strategy, Sourcing Sponsor (if needed) and project plan

Evaluate spend category and forecast to determine opportunities and priorities.

Determine sourcing options and supply alternatives.

Identify and qualify secondary suppliers.

Effectively communicate the impact of sourcing decisions to management and appropriate employees as appropriate. To management, provide detailed Global Analysis, Marketing Information and Negotiation Project Plan for review and approval.

With Global Category Manager or PPL, develop strategic plan for indirect or capital category spend

Evaluate spend category to determine opportunities and priorities.

Determine sourcing options and supply alternatives. Identify and qualify secondary suppliers

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Effectively communicate the impact of sourcing decisions to Global Category Manager and appropriate employees. Provide detailed Global Analysis, Marketing Information and Negotiation Project Plan for review and approval.

Execute Global/Local Plan. Monitor and Measure impact

Lead and Oversee administration of RFX.

With end users, identify statement of work and requirements.

Score and evaluate suppliers. Determine decision criteria and make vendor choice.

Develop a Negotiation Plan and execute. This includes developing and negotiating terms and conditions on behalf of company.

Manage length of contract to ensure negotiated terms and conditions are met.

Monitor metrics and develop action items as needed.

Primary vendor contact to improve vendor performance, as well as develop a relationship to ensure continuity of supply

Develop and manage supplier performance. Drive improvement efforts that focus on on-time and quality performance.

For strategic suppliers, hold regular meetings with supplier and key internal contacts to review metrics, issues and if needed, develop resolution plan.  
Develop Risk Mitigation plan with critical/top suppliers. This involves participation on an internal supply chain team of Product Management, Planning, Quality and others as needed.  
With QA, represent company Procurement in vendor audits.  
Establish and maintain preferred supplier lists and framework agreements.

Develop and lead local Process Improvements efforts  
Independently identify and drive process improvement efforts using the PDSA methodology.  
Develop and lead internal/external process improvement teams.  
Implement the improvement through the organization with assistance from Supervisors as needed.

Mentor Procurement Specialists  
Provide guidance to Procurement Specialists through assistance with negotiations as well as guidance with problem resolutions.

### **BASIC QUALIFICATIONS**

#### **Education**

BS in Business, Science, Finance or related field  
CPM or CPSM- desirable  
MBA - desirable

#### **Experience**

2-5 years of professional experience, minimum 1 year procurement experience with proven negotiation and vendor management results  
1-2 years of Project Management  
1-2 years of Proven Process Improvement results

#### **Essential and Critical Skills:**

Excellent and Proven Negotiation and Sourcing skills  
Excellent and proven vendor improvement efforts  
Excellent understanding of Operations  
Excellent Problem solving skills  
Superior Analytic Skills  
Excellent interpersonal and communication skills  
Understanding of e-procurement processes  
Effectively lead and implement Change Management

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#### **ADDITIONAL LOCAL NEEDS**

Environmental conditions - none  
Physical requirements - none  
Travel - 0-25%

**For careful, confidential consideration please respond immediately to:**

**Contact:**  
**Materials/Purchasing Consultant**  
**MARBL Management Consultants**  
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