

Procurement Specialist

Function: Procurement & Sourcing

OVERALL IMPACT

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The Procurement Specialist purchases orders as per approved requisitions and identifies and selects vendors and suppliers. He/she develops procurement specifications and supports negotiation efforts. He/she conducts product quality checks, documentations and contractual terms to reduce procurement risks.

KEY TASKS	FUTURE VIEW OF TASKS (3 – 5 YEARS)		REQUIRED SKILLS
Set up and execute procurement plans	H	<ul style="list-style-type: none">Leverage e-procurement systems to automate manual and routine processes such as paymentLeverage digital dashboards to visualize and monitor trends (e.g price) to strengthen quote negotiations. There will be more time spent in risk assessment and less in the execution of procurement activities.	<div>TECHNICAL SKILLS</div> <ul style="list-style-type: none">Data Storytelling and VisualisationData Interpretation and AnalysisWorkflow DigitalisationEnvironmental Protection ManagementBusiness Continuity PlanningMarket Risk Management <div>CRITICAL CORE SKILLS</div> <ul style="list-style-type: none">Global Perspective
Develop and refine supplier selection process	L	<ul style="list-style-type: none">Support the Sourcing function by passively monitoring and evaluating suppliers' risks and capabilities through the use of digital platforms and digital dashboards	
Conduct compliance and quality audits	L	<ul style="list-style-type: none">Consolidate documentation and contracts in a central management software. The digitalisation of work processes will enable Procurement specialists to monitor and conduct checks in a more efficient and informed mannerSupport digitalisation of work processes to enhance overall operational processes	

Source: Ipsos Interviews