

Senior Procurement Analyst - Procurement Department Tufts University

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Posted Dec. 21, 2022, set to expire Dec. 31, 2023

Job Title	Senior Procurement Analyst - Procurement Department
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 21, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Job Website	https://jobs.tufts.edu/jobs/18280?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Central Procurement Department is responsible for supplier selection, contract negotiations, vendor management, and requisition to purchase order review and approval at Tufts University.

What You'll Do

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The Senior Procurement Analyst will be responsible for the system configuration and administration of all Procurement systems, including contract management, spend analytics, diversity and eMarketplace. The senior analyst will also be responsible for establishing metrics, dashboards, and reports and providing valuable in-sights from data. The individual will implement procurement improvement and change management initiatives, including technology implementations, process efficiency improvements, and comprehensive training.

What We're Looking For

Basic Requirements

- o Knowledge and experience typically acquired through the completion of a Bachelor's Degree in business, economics, operations, supply chain management, finance or technology and 5-7 years' experience in procurement including 3+ years' experience as an analyst or system administrator.
- o The ideal candidate will have strong analytical, organizational, communication and systems thinking skills.
- o Able to draw and communicate insights from quantitative and qualitative data.
- o Independent and self-motivated, detail-oriented, strong collaborator and customer-focused.
- o High level of integrity and dependability with a strong sense of urgency.
- o Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- o Proficient in ERP and procurement tools, systems, and processes – including e-Requisitions, Spend Analysis, Sourcing (RFX, Reverse Auctions, Tail Spend), Contracts, e-Marketplace, Business Intelligence, and Supplier Diversity.
- o Advanced user of Jaggaer Contracts+, SpendHQ, Supplier.IO, Peoplesoft, Tableau or similar systems.
- o Advanced user of Microsoft Outlook, Excel, Word, PowerPoint and Teams.

Preferred qualifications

- o Advanced degree such as MBA or Master's in Data Analytics, Technology, etc.
- o Lean Six Sigma certification.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

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