

**SKILLS FRAMEWORK FOR WHOLESALE TRADE  
SKILLS MAP - PROCUREMENT MANAGER/SOURCING MANAGER**

<b>Sector</b>	Wholesale Trade	
<b>Track</b>	Operations, Procurement and Sourcing	
<b>Occupation</b>	Procurement and Sourcing Manager	
<b>Job Role</b>	<b>Procurement Manager/Sourcing Manager</b>	
<b>Job Role Description</b>	<p>The Procurement Manager/Sourcing Manager is tasked with managing the organisation's procurement strategies and leveraging strong relationships with the supplier network to ensure alignment with organisation's objectives. He/She is also involved in negotiating with suppliers and managing operational procurement activities to manage product demands.</p> <p>Adept at problem solving, organisational and project management, he is capable of handling multiple local and regional projects simultaneously and executing them to completion. In addition, he is an independent worker and effective team player who is able to motivate and drive performance of his team members.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Develop procurement plan	Develop procurement implementation plans to ensure alignment with overall procurement strategies and operational activities
		Facilitate engagement sessions with organisational network and external vendors for optimal procurement transactions
		Develop organisation's procurement targets and Key Performance Indicators (KPIs) across teams to meet business development goals
	Manage seller selection processes	Develop selection processes and criteria with sellers
		Review accuracy of information gathered on potential sellers that fulfill procurement requirements
		Develop proposal development criteria to be used by prospective sellers
		Analyse list of sellers based on prices, specifications, and delivery dates to determine best sellers' bids
		Conduct negotiations with preferred sellers on contract terms and conditions
	Manage procurement activities	Analyse inventory levels of products in organisation to identify future inventory needs
		Evaluate sellers' performance based on quality of products received
		Review audits conducted on trade documentations and contract terms of trade transactions to reduce procurement risk
		Review and accelerate payment processes for ad-hoc payment issues with sellers
	Drive collaboration of human resource, technology, finance and continuous improvement initiatives	Propose department's financial budget for management approval
		Develop corporate governance measures
		Provide on-the-job training and performance evaluation to subordinates
Implement department's recruitment and retention efforts		
Evaluate latest technology trends that can be leveraged to improve productivity and innovation		
Evaluate how workplace technology approach can be revised based on feedback		
Review outcomes using available records and information to determine effectiveness of work processes and procedures		
Review work processes improvement solutions to determine effectiveness		

	Technical Skills & Competencies		Generic Skills & Competencies	
	<b>Skills &amp; Competencies</b>	Budgeting	Level 4	Resource Management
Business Negotiation		Level 4	Problem Solving	Advanced
Business Performance Management		Level 4	Leadership	Advanced
Business Planning		Level 4	Teamwork	Intermediate
Change Management		Level 4	Communication	Advanced
Conflict Management		Level 4		
Continuous Improvement Management		Level 4		
Contract Development and Management		Level 4		
Data Mining and Modelling		Level 3		
Effectiveness Management		Level 4		
Enterprise Risk Management		Level 4		
Innovation Management		Level 4		
Inventory Control		Level 4		
Learning and Development		Level 4		
Manpower Planning		Level 4		
Networking		Level 4		
Operations Risk Management		Level 3		
Order Fulfilment Administration		Level 3		
Organisational Analysis		Level 4		
Procurement Management		Level 4		
Quality Assurance Management		Level 4		
Resource Management		Level 4		
Solutions Design Thinking		Level 4		
Stakeholder Management		Level 4		
Strategy Planning		Level 4		
Supplier Sourcing		Level 4		
Systems Thinking Application	Level 4			
Technology Integration	Level 4			
Vendor Management	Level 4			
<b>Programme Listing</b>	For a list of Training Programmes available for the Wholesale Trade sector, please visit <a href="http://www.skillsfuture.sg/skills-framework/wholesaletrade">www.skillsfuture.sg/skills-framework/wholesaletrade</a>			

The information contained in this document serves as a guide.