



JOB DESCRIPTION

TITLE

Sr. Procurement Manager

BUSINESS UNIT

IFM

REPORTING TO

Functional matrix

NUMBER OF SUBORDINATES

Direct reports are likely with matrix management of facility management and project services supporting strategic sourcing efforts.

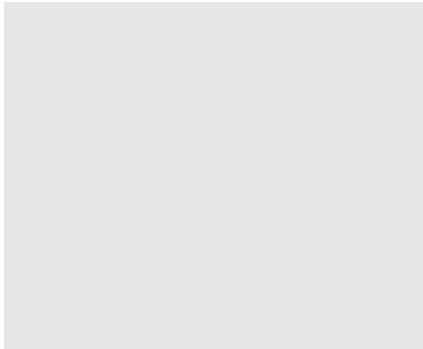
POSITION GOALS

- TBD

DUTIES AND RESPONSIBILITIES

Responsible for developing, leading, and executing commodity sourcing strategies for local, regional, and national initiatives for both facility and project services; Identifying and leading appropriate field resources to execute initiatives, manage supplier relationships as it relates to administrative and operational activities and issues. Ensure contracting and procurement standards are maintained throughout the portfolio.

- ❖ Closely participate in and with the client and Jones Lang LaSalle Sourcing and Facility Management teams to drive both immediate and sustained benefits to the client.
- ❖ Assess and build annual sourcing initiatives that provide detailed service commodity strategies that identify objectives, leveraged spend (in association with CLIENT sourcing and Jones Lang LaSalle commodity strategies), and milestone timelines.
- ❖ Responsible for communication, coordination and implementation of local and regional sourcing initiatives and contract negotiations to suppliers and operations team.
- ❖ Key communication liaison with client procurement team and JLL account manager.
- ❖ Prepare and execute sourcing initiatives. Manage supply transition plans.
- ❖ Improve communications with operations team. Provide management, detailed instruction and continuous follow-up to support the operations teams in standardized RFP/bid and contract processes. Be proactive and manage internal and external customer expectations.
- ❖ Ensure compliance to sourcing and contracting policies and procedures as listed on the P&P Manual.
- ❖ Establish relationship with Corporate Legal and Risk Management to ensure all contractual terms and conditions comply with standard or other contract changes are formally reviewed and approved by legal/risk management.
- ❖ Establish work priorities, assign deliverables and resolve issues with Operations and Project teams, temporary help and/or project-specific dedicated personnel to assure client satisfaction, customer satisfaction

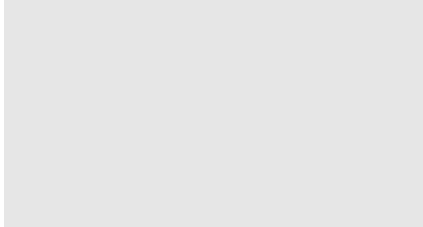


- ❖ Develop, implement and maintain a supplier diversity program in accordance with client and company requirements. Mentor/educate suppliers through meetings.
- ❖ Conduct local and regional Preferred Supplier performance review meetings, when requested, and manage supplier scorecards, contract compliance and service obligations.
- ❖ Support e-commerce procurement initiatives either corporate or client mandated.
- ❖ Prepare budget information for all fixed regional and national contracts.
- ❖ Analyze price proposals, financial reports and other data to determine the reasonability of price and contractor capabilities.

KEY PERFORMANCE MEASURES

- As outlined in IPMP Goals & Objectives

**EMPLOYEE SPECIFICATIONS
KEY COMPETENCIES**



- ❖ Excellent Inter-personal skills, Organization skills, Strong Analytical Ability, Proven ability to lead teams in decentralized environment
- ❖ Excellent communication skills – oral and written
- ❖ Degree in Purchasing & Supply Chain Mgt and 7+ years strategic sourcing experience for services, MBA strongly preferred
- ❖ Proven ability to deliver results in challenging environments
- ❖ Excellent PC skills, proficient in MS applications