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| **Position Description valid from: responsible:**  |

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| **Basic data** | Role description |  | **Org unit** |  |
| **Position Objective** |
| To ensure strategic purchasing and transparency for the relevant material fields; To select reliable supply sources, approve POs/requisitions as well as supervise purchasing, control contractual obligations (e.g. pricing, quality, timely delivery). |
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| Department area |  | Function |  |
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| **Contacts**  (internal / external)  |
|  |  |
|  |
| **Tasks** | Areas of responsibility/tasks |
| Priority | What – How – Why | Responsibility | Measuring criteria |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
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| **Competences** |
| **Knowledge** | *Specific* ***techniques*** *are used in the function (for carrying out a specific task [****process****] in order to meet specific requirements [****market****])* |
| **Techniques** | **Level** |
| Bas | Adv | Exp |
|  Professional specialist knowledge |   |   |   |
|  Technical product knowledge |   |   |   |
|  Quality knowledge |   |   |   |
|  Commercial knowledge |   |   |   |
|  Knowledge of contract law |   |   |   |
|  IT tools and methods |   |   |   |
|  Language knowledge |   |   |   |
|  Process knowledge |   |   |   |
|  Negotiating skills |   |   |   |
|  Presentation/method skills |   |   |   |
|  Project management |   |   |   |
|        |   |   |   |
|        |   |   |   |
|        |   |   |   |
|        |   |   |   |
|        |   |   |   |
|        |   |   |   |
|        |   |   |   |
|  |
| **Experience** |  | Necessary (now and in future) |
| **Professional****experience** |  |
| **Project experience** |  |
| **Management experience** |  |
| **Intercultural experience** |  |
|  |
| **Skills** | *What* ***skills*** *are* ***particularly relevant*** *for the function (focus on max. 6 out of 17)* |
| Analysis skills Adaptability Coaching and mentoring Assertion skills Decision-making skillsProfit orientation Design skills Initiative Communication skills Customer orientation Learning skills Motivation skills Networking skills Planning and organisation skills Strategic thinking Team skills Modification skills |
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| **Other** | **Additional requirements**  |
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