

SRM - Purchasing Manager

Purpose/Definition

Within Supplier Relationship Management (SRM), the Purchasing Manager role is responsible for managing and redistributing workload in the purchasing service center.

Mapping Guidance

This role must be mapped to positions within Supply Chain Shared Services.

Mapping Rules

Positions that receive this role CANNOT be mapped with following role(s):

- None

Positions that receive this role MUST be mapped with following role(s):

- AP - Display
- IMWM - IM Inventory Display
- IMWM - WM Inventory Display
- SRM - Buyer Professional
- SRM - Contract Administrator
- SRM - Purchasing Display

Responsibilities

- Create reporting requirements.
- Have excellent customer service skills.
- Have excellent written and oral communication skills.
- Have strong organizational and time management skills.
- Manage and redistribute Buyers' workload.
- Manage contract administration.

Tools

- Intranet/Internet
- SAP Business Suite

Knowledge and Skills

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- Hopkins procurement policies and methods (e.g. publishing formal bids on website and supplier pre-qualification.)

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.