Procurement Officer Interview Report

Student’s Name

Institution Affiliation

**Procurement Officer Interview Report**

**The Line of the Business of the Organization**

The organization’s line of business is retail. It is a supermarket that deals with groceries, home appliances, furniture, foodstuff, pharmaceuticals, and cosmetics among other products. The retail business involves selling form the store or through online purchases.

**The Mission of the Organization**

The mission of the organization is saving people money to facilitate better living. The organization achieves this mission by providing products at affordable prices to the consumers relative to other supermarkets or stores. Customers are attracted to the company due to relatively lower prices in the market compared to other supermarkets and stores in the region.

**Goals of the Organization**

* Increasing total sales by 3 percent in the current year
* To increase shareholders wealth by 5 percent in the current year
* Increasing e-commerce sales by increasing grocery locations
* To be the best choice for a retail business with customers
* To sell retail products at affordable prices
* To minimize the costs within the organization to facilitate selling products at lower prices to the customers
* Developing sustainable relationships with the customers

**Job Functions and Responsibilities**

* Product purchases
* Overseeing the activities of the junior staff in the purchases department
* Communicating with the suppliers
* Maintaining the records of purchases
* Evaluating suppliers
* Negotiating with suppliers
* Liaising with the production and finance managers of the organization concerning purchases

**Education Background**

* The procurement officer studied at Park School of Baltimore from his early childhood education through to K-12.
* He later joined Perdue University and enrolled for a degree course in business administration – purchasing
* The American Purchasing Society certifies him

**Professional Experience**

After obtaining his degree in Bachelor of Science in business administration procurement option, the procurement officer started his career journey as an intern with a local manufacturing company as a procurement clerk. His responsibilities and functions involved obtaining price quotes from the vendors, preparation of purchase orders, and data entry job into the company’s systems in the purchasing department.

After one year, the procurement officer was confirmed within the same company he worked as an intern as a procurement assistant. His responsibilities included researching potential buyers, monitoring stock levels, tracking orders, identifying purchasing needs, ensuring timely delivery among other functions. He worked as a procurement assistant for five years before joining his current job as a procurement officer where he has worked for three months.

**Personal Challenges**

The main challenges faced by the procurement officer in his job are a conflict of interests with other managers in the organization including the managers within the supply management. For instance, he may propose a strategic supplier who aligns with an organizational goal on cost reduction but the chief purchasing officer may decline the proposal. The procurement officer finds it demotivation and feels like his contribution is not taken into consideration appropriately by the company.

Another personal challenge faced by the procurement officer is the inability of his current job to have a social-work life balance. The current position requires most of his time, and thus, he lacks time for his social life. The supermarket is open all days of the week, and the company does not have a contingency plan to take care of his roles when he is absent. However, the plan is underway to allocate him some off days and to appoint procurement clerks to assist him with some clerical works.

**Job Achievement and Fulfillment**

The procurement officer perceives his most significant achievements were from the former employer (a manufacturing company). He asserts that his greatest achievement was the ability to control costs at minimal levels to achieve the organization’s goals of cost reduction. He asserts that his tenure as a procurement officer with the former employer saw the company having the best strategic supplier in history. He obtained the best suppliers through an effective supplier evaluation as opposed to the former organization’s practice that involved picking a supplier at random. He maintained a strong relationship with the suppliers and the company saved a lot on costs during his tenure with a reduction of an average of 20% on production cost.

Although he perceives the current employer as less engaging in the process of making a decision, giving him full responsibility of the procurement function, among other factors, he still fulfilled due to competitive compensation in the current job. He has worked with the current employer for three months and thus, he understands why the employer is reluctant to assigning him the full responsibility as a procurement manager. He expects the job to more fulfilling in the future with more engagement with the organization.

**Strategic and Operational Objectives of the Purchasing and Supply Unit**

***Strategic Objectives***

* Obtaining supplies on lower costs to enhance profitability and sustainability of the business in a competitive market
* Commitment to quality of supplies to meet the quality expectations among the customers
* Developing strong relationships with the suppliers
* To ensure sustainability of the supplies by enforcing adherence to the organization’s suppliers’ code of conduct that requires sustainable sourcing of supplies

***Operational Objectives***

* Ensuring the continuous flow of supplies to prevent stock out costs
* To ensure timely delivery of supplies
* To coordinate effectively with the other departments in the company

**Alignment of the Supply Objectives with the Company’s Mission and Goals**

One of the company’s goals is increasing sales of the company. The supply objective of ensuring a continuous flow of supplies to prevent stock-outs prevents the company from lost sales and thus, enhances the sales of the company. Therefore the supply objective, in this case, aligns with the company’s objective.

Another company’s goal and mission is the provision of affordable products in the market and making the company’s products attractive through low pricing strategy. The supply objective of cost-effective sourcing supplies enables the company to pass the low cost to customers as low price on the products. Therefore, the company attains its mission of providing affordable products to consumers through the purchasing department ability to save costs on supplies.

Provision of products of high quality is also a company’s goal. Sourcing of high-quality supplies is one of the supply objectives. Therefore, this supply objective on quality supplies aligns with the company’s goals on quality of the final product sold to the customers. Accordingly, the supply objectives align with the company’s objectives.

Lastly, the one of the company’s supply objective is to develop a sustainable relationship with the suppliers. Establishing lasting relationships with the suppliers would ensure the sustainability and survival of the business in the future and thus, aligning with the company’s goal on developing sustainable relationships with the customers for the future survival of the company in the ever-increasing competitive business environment.