



**IFPSM**  
INTERNATIONAL FEDERATION OF PURCHASING & SUPPLY MANAGEMENT

# IFPSM Standard Jobs Roles & Descriptions

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## **TEASER**

IFPSM Standard Jobs Roles List  
Using  
the EIPM Jobs Roles Library



## List of the different job profiles

The following 18 standard jobs roles are issued from the EIPM researches & from the implementation of the EIPM Competences assessment tool (Bee Resources) over 15 years around the world in different sectors.

EIPM gives IFPSM the authorization of using these jobs roles & definition under the IFPSM Brand.

EIPM is the only Body getting the right of modifying these definitions & descriptions. EIPM will provide IFPSM any new update

- Purchasing Executive CPO;
- Purchasing Manager Corporate;
- Regional Purchasing Manager;
- Purchasing Manager Country/Site;
- Category Manager;
- Lead Buyer;
- Buyer;
- Project Buyer;
- Capex Buyer;
- Key-Supplier Account Manager;
- Supplier Quality Assurance;
- Buyer-Planner;
- Inventory Manager;
- Warehouse Manager;
- Logistics Manager;
- Transport Manager;
- Customs and Trade Manager;
- xPL Manager;



## 1 example of the IFPSM Jobs profiles: CPO Role

**Definition:** The Corporate Purchasing Executive defines the purchasing strategy and general purchasing policies, in alignment with the strategy of the company or group for which he acts. He decides how the function is organized, is responsible for determining and allocating the resources needed (human, technical and financial). He reports on the Organisation's performance to his management).

<b>Lead Purchasing Organisation</b>	Lead Purchasing with highest standards and ensure culture of excellence. Organisation is kept motivated to do the utmost to reach targets and improve performance. This includes building good relations and a work-favourable atmosphere, generating energy, enthusiasm and motivation and developing collaborators, while enhancing their self fulfilment at work.
<b>Participate in M&amp;A due diligence process and integration of the acquired organisation</b>	Procurement is part of the Merger and Acquisition committee, participates to the due diligence activities and its input are taken into consideration for the final decision. Fully accountable of the rapid and efficient integration of the acquired organisation, leveraging the volumes, product, suppliers and knowledge.
<b>Develop partnerships and alliances</b>	Purchasing is developing partnerships and alliances, facilitating the agreed process- Then Purchasing is responsible to engagement in partnerships and ventures if mutually recognized beneficial
<b>Engage on sustainability matters</b>	Engage with external stakeholders on global initiatives: this includes beyond the compliance issues, and among other activities, buying responsibly, buying green, re-shoring, developing fair trade initiatives, caring for resources, and teaching or sharing knowledge
<b>Promote the Purchasing value added and get purchasing involved at early stage in decisions</b>	Promote the Purchasing function internally and engage with external stakeholders with proper communication and actions. Setting up tools, processes to share with internal customers and other stakeholders and demonstrate the economic potential of purchasing decisions and in house advising about the purchasing activity and the possible contribution. As a result have buyers involved in developing projects as far upstream as possible. Establishing transversal relationships between the various participants in the projects. Managers also actively support the wider procurement community and initiatives to enhance the profession.
<b>Develop and improve relationship with internal partners</b>	Develop and improve relationship with internal partners. Set-up a process in which there are periodic contacts with the management of the key internal partners to review business requirements and their perception of the value created by the purchasing organisation. Resulting improvement actions are deployed and their impact on their satisfaction is measured. When applicable implement systematic communication of business issues and collect and handle complaints.
<b>Build organisation budget and plan</b>	Build (annual) organisation budget and plans for resources (including people, individual KPI, resources, organisation, tools/systems) to support strategies. It frequently implies annual and long-term budgets and plans
<b>Manage Purchasing performance</b>	Manage Purchasing and its performance through people, processes, systems and tools. Managers define processes to ensure the



	Procurement Organisation meets the overall Company and Business Units' goals. Improve processes using benchmark and innovation.
<b>Develop Align and Communicate Purchasing strategies</b>	Develop value creation strategies and associated policies within the framework of the purchasing mission and objectives, based on the Company strategies, values and culture and the outcome of the analysis of these needs and expectations, present the value propositions, align with Business. Communicate & cascade the strategies through the organisation and down to the individuals. Ensure the strategies and policies are deployed correctly. Define the methods, actions and means to be implemented and the follow up. Contribution of procurement management to the development of the overall Company (and/or Business Units' if applicable) strategy with regard to supply aspects and the use of external resources. + Deploy and execute the procurement strategy.
<b>Attract, hire and retain people</b>	Attract, hire and retain talents. According to people plans, advertise positions internally and externally to attract a diversity of talents that have the required potential or experience to best fill the jobs now and in the future. Retain people by proper communication, involvement and empowerment, performing assessment and career planning, recognizing individuals and teams and caring for employee well being. This includes building good relations and a work-favourable atmosphere, generating energy, enthusiasm and motivation enhancing their self fulfilment at work.