

Procurement Category Manager (Office Operations)

PeopleSoft Job Code / Title:	6551 / Procurement Category Manager
Department / Subdepartment:	Global Finance / Procurement
Organizational Relationship:	Reports to the Associate Director of Global Procurement
FLSA Status:	Exempt
UCM Level:	N/A
Last Updated:	December 15, 2025

General Summary:

The Office Operations Procurement Category Manager works as a senior member and individual contributor of a team to procure goods and services on behalf of the organization within the guidelines and procedures established by the firm and the Global Procurement Department. In close partnership with Real Estate & Workplace Experience teams, the Office Operations Procurement Category Manager will be responsible for the effective execution of RFI/RFP's and strategic sourcing initiatives or projects, while helping to oversee critical supplier relationships across products and services procured by, and aligned with Real Estate and Workplace Experience.

Essential Duties and Responsibilities

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

- Establish and maintain trusted internal stakeholder relationships
- Act as the lead Procurement professional for the Office Operations category in a strategic and supportive manner to purchase required products and services
- Uses a consultative approach and expertise to conduct strategic sourcing events including collecting, analyzing and presenting data and recommendations to various levels of management across the organization
- Partner with the business in contract & price negotiations, including reviewing business terms, Service Level Agreements, Statements of Work, etc.
- Facilitate a collaborative approach to Category Management including but not limited to category spend analytics, multi-year strategic sourcing roadmaps, acquiring and educating the enterprise on markets, suppliers, and trends
- Work collaboratively with suppliers and Real Estate and Workplace Experience teams to enhance supplier value and innovation
- Influence and drive improvements of global policies, programs, and processes
- Engage with stakeholders on RFx processes, including project management, development of RFx, negotiations, and award process
- Support the monitoring of supplier adherence to contracts, attend business/performance reviews, complete supplier scorecards, drive supplier rationalization efforts and perform other such activities
- Manage and support regulatory and compliance requirements
- Support and help present procurement performance metrics and projects to leadership
- Work closely with business units in an advisory capacity from a procurement, strategic sourcing and special project perspective
- Act as an escalation point for purchase order, invoicing, service and delivery complaints or problems as necessary

- Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills, and Abilities

- Understanding and familiarity with office operations related products, services and global suppliers
- Strong leadership and organizational skills with a focus on problem solving
- Ability to make good decisions based upon a mixture of input from others, analysis, and sound judgement
- Excellent communication and interpersonal skills
- Ability to develop tactical plans
- Ability to communicate effectively both written and verbally across all levels within the firm
- Proficiency in the Microsoft Office Suite
- Strong analytical skills
- Ability to work in a team environment with a strong customer-service focus
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications

Typical Experience

- Minimum of seven (7) years progressively responsible strategic sourcing experience required, including vendor negotiations and RFX events
- Experience in procurement category management, vendor management/vendor risk management, and commercial negotiations required
- Experience establishing a Strategic Sourcing function or helping significantly mature a function preferred
- Global Procurement experience preferred

Education

- Bachelor's degree or equivalent required

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.