

Purchasing Specialist

Department: Purchasing

Reports To: Purchasing Manager

Created Date: August 23, 2022

Job Summary: The Purchasing Specialist will provide purchasing support to include managing suppliers and related activities to drive cost, lead time and on-time performance, leading to customer satisfaction. The incumbent will ensure orders are placed with an approved quality supplier at the best price and terms. This is a highly collaborative role that will require you to work closely with the sales team to understand their needs and execute purchases accordingly. The Purchasing Specialist will work to resolve order discrepancies quickly and collaboratively.

Duties and Responsibilities:

- Evaluates vendors based on price, reliability, capability, and previous transaction history
- Maintains pricing histories and other vendor records
- Collaborate with purchasing and sales teams to resolve data validation errors and PO discrepancies that prevent receipt of merchandise.
- Communicate status of tasks with the team frequently in order to highlight blockers or issues affecting scheduled delivery dates
- Prepares purchase orders by verifying specifications and price; obtains recommendations from suppliers for substitute items and obtains approval from requisitioning department
- Confers with vendors to obtain and/or negotiate product or service information such as price, availability, and delivery schedule
- Works with multiple suppliers to process orders; monitors and expedites orders as required
- Review incoming requisitions and verify against current and on order inventory levels, clarifying unclear items, recommending alternatives, or existing inventory on hand
- Accurately inputs all verified purchasing information into company management system
- Communicate directly with suppliers on orders, order confirmation, shipping, and delivery instructions, missing or incorrect invoices, past due Purchasing Orders and deliveries, RMA's, etc.
- Verify receipt of ordered goods by comparing items received to items ordered, resolving shipment discrepancies with suppliers as required.
- Monitor bulk merchandise inventory levels, reorder based on minimum inventory level quantities and administer distribution of bulk purchases
- Performs other related duties as assigned

Experience & Education Required:

- Associates Degree and/or combination of education and experience in a related discipline.
- Three years related experience and background in a purchasing position in a multi-task environment. Experience collaborating with multiple vendors and suppliers to negotiate and administer various types of contracts

Knowledge & Skills - Required:

- Strong written and verbal communication and interpersonal skills
- Proficient in Microsoft Office Suite (word, excel, PowerPoint) and with ERP systems. Ability to learn computer systems
- Excellent judgment and decision-making skills
- Results oriented individual with attention to detail, as well as strong numerical and mathematical skills
- Ability to learn fast, absorb knowledge and apply newly learned information
- Ability to effectively work others, both internally and externally
- Ability to work both individually and in a team environment
- Strong problem solving, organizational, and time management skills
- Ability to think creatively and find solutions to issues
- Detail oriented with the ability to multi-task and complete tasks with efficiency and accuracy
- Ability to self-manage, take initiative and be resourceful
- Excellent follow up skills
- Execute tasks efficiently while emphasizing attention to detail

Confidentiality: The Purchasing Specialist has access to confidential company information relating to vendor/customer relationships, products, organizational growth strategies and company strategic plans. A high degree of confidentiality is required

Management Responsibility: The Purchasing Specialist is an individual contributor role that operates under the general direction of the Purchasing Manager within established policies and guidelines.

Work Environment: The majority of time is spent in an office environment sitting at a desk and operating a phone and personal computer. Ability to operate standard office equipment (phone, fax, computer, etc.) is required.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties, responsibilities, and activity may change, or new ones may be assigned at any time with or without notice.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position.

Employee

Date

For Office Use Only:

FLSA Status: Non-Exempt Exempt classification: _____

Job Code: _____ EEO Code: _____ WC Code: _____

Approved By: _____ Date: ____ / ____ / ____