Downloaded from <https://www.velvetjobs.com/job-descriptions/purchase>

# Example of Purchase Job Description

Our company is looking to fill the role of purchase. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for purchase

* Review for correct application/use of purchase descriptions and SIC codes
* Review for personal meal charges, travel bookings, and capital expenditures
* Monitoring Canada GST & HST itemizations to ensure TAX reclaim
* Report the results of the compliance audit on a regular basis
* Highlight relevant policy/process changes required to carry out smooth P-Card audit
* Invoice Processing (High volume)
* Proof of delivery processing & Checking as required
* Payment Application and Review
* Query resolution and support with basic payment applications
* Creation, Review & Closure of purchase orders

## Qualifications for purchase

* Minimum 2-3 years Finance experience, preferably with purchase card experience
* Experience performing data entry preferred
* Must have basic knowledge of Microsoft programs
* Must be willing to work in a fast-paced fashion environment
* Must have a positive attitude and be willing to learn
* Demonstrated ability to balance multiple tasks simultaneously