Our company is hiring for a procurement administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for procurement administrator

- Conduct audit and quality checks
- Identifies sources for the required services, issues requests for proposals (RFPs), evaluates the capabilities and performance of subcontractors, plans and conducts negotiations, and selects qualified subcontractors based upon their ability to provide the required services, competitive pricing, acceptable terms, appropriate quality, and timely completion of the work
- Awards, issues, and documents all agreements (Subcontracts, Purchase Orders, Change Orders, ) with subcontractors
- Plans, coordinates, and conducts negotiations with subcontractors
- May perform as Point of Contact for DCAA/DCMA audit or customer RFI requests encompassing subcontracts, material procurement, including developing corrective action plans
- Previous experience as buyer or subcontract administrator is a plus, including experience with subcontract close-outs
- Working knowledge of MS Office applications and functional knowledge of SAP or similar MRP programs
- Must be detail oriented, with good interpersonal skills and an ability to work in a Team environment
- Must be able to teach or mentor other personnel in a collaborative manner
- Collect and analyze performance metrics to identify trends & areas for process improvements
• High school diploma or GED and three years related experience
• Process, receive and match invoices in a timely and accurate manner
• Familiarity with methods and techniques utilized in determining and analyzing the quality of equipment, materials, services and supplies
• Procurement of direct services
• Typically requires a Bachelors degree in Business Administration or related discipline and ten or more years of progressive professional supplier administration or management experience
• Must have excellent communication, computer, documentation, presentation and interpersonal skills