



Example of Procurement Agent Job Description

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

Responsibilities for procurement agent

- Perform clerical duties related to the purchasing process including
- Maintain organized files, vendor records and pricing in the purchasing system to ensure immediate and accurate access to information
- Reconcile purchase variances with Accounts Payable staff and other departments
- Utilize time-phase requirements to buy component standards with an appropriate safety lead-tie offset
- Prepare and issue commercial RFP's/ RFQ's with extensive technical input from the engineering department
- Obtain material, fabrication or equipment pricing from domestic & international suppliers
- Negotiate Price, delivery and other commercial elements of Purchase Orders
- Manage orders from RFP/RFQ to final delivery and payment
- Attend procurement status meetings, project meetings, and meetings with vendors
- Develops, communicates, and implements the Department's procurement strategy

Qualifications for procurement agent

- At least 3 years of experience with proposal development and contract negotiations
- Degree or typically 3 or more years work related experience
- Requires negotiation, analytical, and organizational skills

- Familiar with gas/electric components normally used in utility operations