



Example of Procurement Assistant Job Description

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

Responsibilities for procurement assistant

- Processing credit card requests
- Hardware, software, and technology service requisition processing
- Legal and service contract review, coordination and processing
- Procurement process tracking, SLA management and metrics generation
- Managing paper POs and weekly administrative duties
- Prepares bidders lists for material and supplies
- Perform carrier analysis, create RFP(s), negotiate price and service, and support carrier selection
- Prepare presentation and route guide
- Interact with internal business and support service teams
- Prepare for carrier/client meetings and carrier development

Qualifications for procurement assistant

- The PA will be expected to help cardiac surgery trainees procure donor organs and ultimately will be responsible for teaching them best practices
- Minimum 2 years' management experience in a centralised procurement environment
- An appropriate third level qualification in business or procurement
- Centralised Procurement System experience - SAP SRM/R3 desirable, but not essential
- Commercially focused and a keen eye for detail with strong analytical & numerical skills
- High level competence in Microsoft excel and other office packages