



Example of Procurement Assistant Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a procurement assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for procurement assistant

- Create ISO procedure
- Assist manager in training and serves as a mentor to buyers and analyst
- Participate in Six Sigma initiatives
- Develop procurement strategy to support client savings goals and business requirements
- The PA will respond to both internal customers and external suppliers
- He or she will maintain, review and compare invoices with subcontracts in order to verify accuracy
- Process invoices for payment in Costpoint SPO
- Candidate may follow up on agreement invoices and monthly status reports
- In this position the candidate will be expected to multi-task, have strong interpersonal skills (oral and written desired) and attention to detail
- Process invoices for payment in Costpoint Service Purchase Order (SPO)

Qualifications for procurement assistant

- Providing general procurement support during periods of holiday and sickness
- Contribute to revenue by maintaining accurate information to support Procurement Fees
- Provide back up support and input to the bidding process for new business
- Must have at least 3-5 years of relevant experience (procurement experience)

- 2+ years of experience as a buyer or planner preferred