



# Example of Procurement Assistant Job Description

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Our innovative and growing company is looking to fill the role of procurement assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for procurement assistant

- Fax, email, and copy documents along with additional clerical duties
- Responsible for proper filing of all material related documents within the project filing system
- Assist Materials Leader as needed
- Processing contract and change order requests to send out to Subcontractors and Vendors
- Track contracts and change orders as they are returned by Subcontractors and Vendors
- Maintain the requisition and contract log to ensure contract status notes are current
- Following up with Subcontractors and Vendors to assure that they return contract
- Follow up on insurance certificates with Subcontractors and Vendors, verifying that the insurances have the required limits, are current, and the companies are valid companies
- Scan all documents into server and PDP
- Check on Bonding documents to ensure that they are valid and current

## Qualifications for procurement assistant

- Monthly reporting (Brussels Petty Cash, AP/AR-BNB, Headcounts, Timesheet summaries)
- Ad-hoc support to Senior Accountant during month-end and year-end closing

- Minimum 3 years' Procurement Administration Assistance experience
- 2+ years of experience in a dynamic, fast-paced environment