Example of Purchase Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for purchase

- Executor responsible for the ICS controls relating to the PTP processes
- Actively work with Infosys and Team Lead/PTP Manager to understand key risks in the PTP processes and put in place mitigation actions to address those risks
- Reviews and improves pro-actively with the Team Lead/PTP Manager on the overall service delivery of the owned processes
- Build and maintain relationships of trust and service with a large book of prequalified customers through inbound and outbound calls and emails
- Partner with our loan officer team to provide a very smooth transition when the customer is ready to apply
- Ensure compliance with internal and external requirements and regulation
- Provide customer support and educate internal customers on Discovery's P2P process
- Communicate best practices to ensure vendors are set-up, purchase orders (POs) are approved, and invoices are processed and paid timely by the GBS team in Poland
- Liaise with local business units and the GBS team in Poland to ensure consistent execution of services and communicate changes in business requirements or expectations
- Integrate business operations of newly acquired companies and technologies into GBS

Qualifications for purchase

- Should have Understanding of Purchase process & SOP's , Commercial Terms & Conditions
- Industrial experience of Petrochemical, Chemical, FMCG, Food & Bio, Mining, Infrastructure, Buildings
- Engineering background essential
- At least two years of customer service experience or at least one year of sales or mortgage experience
- Three years or more of experience in customer service or sales in financial services