



Example of Purchasing Specialist Job Description

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Our innovative and growing company is hiring for a purchasing specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for purchasing specialist

- Be one of the main communicators to vendors for quote requests, invoice matters
- Prepare Indirect Purchase Orders for expenses requiring a PO within 3 days, ensuring 100% accuracy (correct vendor, payment terms,) and compliance to internal procedures in a fast-paced environment
- Release all purchase orders same day they are created
- Confirm all priority orders the day after they are placed
- Confirm all ground orders within 2 days of being placed
- Resolve parked invoices within 1 week
- Respond to all follow-up requests within 2 hours
- Resolve all receiving issues the day they are realized
- Follow alternate sourcing procedures for all priority orders older than 4 days and for all ground orders older than 2 weeks
- Invoice reconciliation, GRIR (Goods Receipt Invoice Receipt)

Qualifications for purchasing specialist

- Minimum six years of professional experience with 2 years of purchasing experience in Information Technology
- Candidate must have solid legal contract experience in the areas of IT hardware, software, telecom, and consulting
- Must have strong negotiation skills and experience with contract

- Exercise good business judgment & ethics
- Degree in Economy / Finance