



Example of Purchasing Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of purchasing specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for purchasing specialist

- Maintain approved vendor listing in conjunction with the Quality Assurance and Accounts Payable departments
- Ensure timely, accurate delivery of purchased items
- Handle local and oversea purchasing orders, releasing PO to supplier, following up the PO ready date
- Check up the PO price and related PO information, submit the shipment documents and apply for payment
- Handle with complaints both from customer and production dept according to the customer's standard and company procedures
- Period evaluate supplier delivery reliability, quality performance and work with supplier for any corrective and improving actions
- Propose Purchasing Process Improvement and follow up closely
- Complete other related tasks assigned by supervisor
- Carry out the purchasing process on a daily basis
- Analyzing previous season's data and giving feedback to marketing regarding forecasts and order quantities

Qualifications for purchasing specialist

- Initiative and a good strategic vision
- High degree of professional ethic and integrity
- Bachelors degree plus minimum 8 years related experience, or Masters

- Procurement/accounting background is ideal (work experience or has taken accounting/business classes in school)
- Associate's degree and 3 years' relevant purchasing experience