



Example of Purchasing Specialist Job Description

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Our innovative and growing company is looking to fill the role of purchasing specialist. 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 purchasing specialist

- Contacts suppliers and transportation companies, to ensure materials, supplies, and equipment are shipped and delivered as required
- Checking and updating article master data in adirace for all zone companies (data includes all necessary article attributes, std costs, purchase prices and NMM sales prices)
- Processes requisitions into purchase orders, purchase supplies, materials and services for the acute care, sub-acute care and clinic sites within the UHS organization
- Ensures pricing is accurate and confirms expected delivery date with vendor
- Reviews quotes, determines contract prices, follows up on orders placed, verifies delivery, and approves payment
- Savings projects implementation according to Purchasing Process and Policy
- Supporting Program Purchasing in New Project Implementation
- Administrative tasks of maintaining various purchasing reporting systems
- Integrating and leading cross-functional teams
- Process requisitions in oracle PeopleSoft purchasing system globally

Qualifications for purchasing specialist

- 3 to 5 years' business / purchasing background, automotive experience at O.E.M
- At least 3/4 years of experience in a similar function (Indirect purchasing

- Detailed knowledge of efficient flow of a purchasing system and the necessary controls to be maintained
- Demonstrated flexibility and ability to embrace and effect change
- Must have the highest levels of ethics and personal integrity
- University, college or equivalent degree in Business Administration or International Trade or a related subject