



Example of Purchasing Specialist Job Description

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Our company is hiring for a purchasing specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for purchasing specialist

- Provide daily support for Contractors and Suppliers by researching and answering Purchase Order-related questions
- Define and implement Procurement strategies (which are not covered by Commodity strategies) based on conducted demand, market and supplier analysis to ensure long-term, cost-efficient and reliable on-time supply of materials in the required quality
- Generate, document and implement savings, CNI
- Ensures files and records of prices, deliveries, and inventory levels are maintained
- Identify the critical supplier & drive supply fulfillment with Purchasing Leads and buyers
- Execute, monitor and control local purchasing and order fulfillment management
- Ensure contractually agreed results from sourcing initiatives are translated and applied in tactical purchasing
- Support target achievement such as savings, inventory reduction, working capital improvements
- Handle daily supply and invoicing issues
- Create and update statistical information

Qualifications for purchasing specialist

- Ability to negotiate to order placement while taking into account the companies objectives and customers' needs

- Minimum 10 years of global purchasing experience for large organizations, Automotive, IT/High-tech, Industrial/Consumer Goods, or Retail sector
- Internal Corning systems / tools (ServiceNow, PeopleSoft, JIP transfers, ChangePoint,) is preferred
- Process purchase orders for Vernon facility
- Operate a computer terminal 50% of time