



Example of Purchasing Specialist Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking 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

- Support continuous improvement of transactional processes
- Provide parts to international customers entailing entering customer PO's into internal software, procuring parts from outside and internal vendors, preparing documents for export, expedite orders for on-time delivery
- Assist in requesting quotes from outside vendors to quote pricing and lead times to customers
- Have a solid working relationship with other intercompany departments such as Treasury, Billing, Trade Control and Accounts Payable
- Informs customer of unit prices, expected completion date, anticipated delays, and any additional details pertinent to their quote until completion
- Must be familiar with incoterms for international shipments, and domestic freight terms
- Must be willing to work additional hours as necessary to fulfill job expectations
- Coordinates with all required internal departments expedite material requirements
- Maintains records and files pertinent to purchasing information, shipments and returns of damaged items
- Responds to routine verbal and written requests for information from internal sources concerning purchasing data and status of material activities

Qualifications for purchasing specialist

- Regularly required to walk
- Occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl
- Close vision, and ability to focus required for position
- Occasionally exposed to toxic or caustic chemicals and risk of electrical shock
- Noise level in the work environment is usually quiet and occasionally loud