



Example of Purchasing Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of purchasing supervisor. 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 supervisor

- Maintain files & produce interval reports to cover finance, uniforms & SAP areas
- Maintain and update stock records and purchasing system
- Accomplish other such duties as maybe reasonably directed by the Purchasing Manager
- Assist Purchasing Manager to manage the relationships with Accounts Payable and vendors to reduce/minimize discrepancies
- Monitor and enforce corporate purchasing policies and procedures to include maintenance of signature levels for all facilities within the Alpha Processing
- Accurately checking order acknowledgments from suppliers
- Providing customers and branches with estimated time of arrival
- Progress chasing purchase orders
- Checking supplier invoices are correct and passing for payment
- Negotiate with suppliers on bulk purchase orders

Qualifications for purchasing supervisor

- Organising delivery runs
- Uploading new stock on Sage 200
- Source new suppliers
- Responsible for managing 2 members of staff
- Knowledge of Material Control is a plus

