



Example of Purchasing Supervisor Job Description

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Our company is growing rapidly and is looking for a purchasing supervisor. 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 supervisor

- Purchases and schedules materials, parts, equipment and supplies
- Ensures the processing of orders and communications with vendors regarding material and quantity requirement revisions, rates adjustments and incorrect materials
- Schedules orders in a timely manner that will meet production and maintenance requirements to assure continuity of operations at the lowest cost
- Assists in the establishment and administration of procurement and inventory objectives
- Provides guidance to employees according to established policies and management guidance
- Follows procedures and policies in analyzing situations or data to determine appropriate action
- Communicate and coordinate with internal and external work
- Attend Engineering/Operations project meetings, some of which will be at field sites, to provide Procurement support by assisting with initiatives for project cost control, quality and schedule requirements
- Develop bid packages for service and material requirements, setup pre-bid meetings, issue and document bid clarifications, analyze bid proposals received, prepare detailed bid analysis including cost breakdowns, negotiate commercial terms to minimize risk and capture additional cost savings
- Demonstrated ability to perform the same responsibilities as the buyers and

Qualifications for purchasing supervisor

- At least 5 years in Procurement/Outsourcing
- Good at Vietnamese and English (Chinese is a plus)
- Excellence skill at Negotiation, Business Mindset, Result Oriented and Time Management
- Effective oral and written English communication skills – Additional languages are a plus
- Familiar with delivery localization and supplier develop method and process
- Coordinate benchmarking activities including comparing rates between service providers and analyzing company-wide and location specific spend data