



Example of Purchasing Supervisor Job Description

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

Responsibilities for purchasing supervisor

- Actively resolve supplier disputes with invoices and performance of work, and issue formal letters of notification when a supplier is not in compliance with contract terms
- Identify and develop new sources for material and services
- Possess a demonstrated understanding of how corporate policies, procedures, practices and processes relate to the material procurement and contract administration functions
- Conduct quarterly audits on work output of Team against corporate policies and procedures to identify areas of non-compliance and develop training curriculum to improve overall performance of Team
- Monitor monthly Procurement Metrics for Team and coach individuals on how to resolve exceptions noted for aged Purchase Orders or Work Directives and discrepancies involving invoices, quantity or physical receipts
- Review, accept or reject monthly Cost Savings entries to track cost savings negotiated by team through C.O.S.T
- Assist Team members with developing annual performance objectives and provide coaching, mentoring and evaluation of each individual's efforts to achieve individual and Team performance objectives
- Prepare mid-year and annual performance evaluations for Team including providing constructive feedback to individual on key strengths and areas for improvement
- Approve time off requests, timesheets, expense reports and invoices
- Build clear understanding of the consequences of non-performance and

Qualifications for purchasing supervisor

- Hands on, willing to help out in the store
- Supervise, expedite, trace the delivery of major purchases and provide status updates to requestor in a timely manner
- Possess ability to mentor and train less experienced team members
- Lead business enhancements to the front office systems that will result in the improved efficiency of capturing and reporting contractual data
- Possess ability to manage centrally located and remote employees
- Possess ability to work with a management team, follow work rules, pay attention to details and adhere to work schedules required