



Example of Purchasing Supervisor Job Description

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Our innovative and growing company 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

- Be responsible for the supervision of the Specialty Pharmacy Services Purchasing and Warehouse Clerk Team
- Manages procurement of raw materials and components essential to manufacturing schedules
- Articulates scheduling, cost and vendor quality to buyers within the department
- Actively manage queues in various PTP systems (eBuy, ConTrack,) and perform workload distribution
- Direct and monitor the timely management of Special Purchase Orders, ensure that all orders are processed and reported back to Customer Service as required to close logs
- Review and track OREC of assigned staff on a weekly basis
- Ensure the OREC remains current for all assigned Vendors
- Demonstrate comprehensive understanding of SMART system and other PC based applications
- Create, implement and drive supplier strategies for the business that support business goals
- Responsible for the supplier qualification and selection process

Qualifications for purchasing supervisor

- Possess ability to work with all levels of internal and external personnel and

- Must be capable of taking lead role with Management and other business units on issues relevant to contracts and Procurement
- Must possess advanced analytical skills associated with developing and utilizing performance measures
- Must be able to perform essential functions of the job, prioritize, handle work load, and be timely with new purchase order requests
- Possess ability to organize, schedule and prioritize departmental and individual work to meet deadlines and objectives