



Example of Purchasing Supervisor Job Description

Powered by www.VelvetJobs.com

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

- Maintain relations with all other departments to keep purchasing personnel abreast of new product releases, quality trends and changes in the material input plan
- When issues arise, work with accounts payable to ensure resolution and timely processing of vendor payment
- Manage the resolution of supplier issues, tracking
- Manage a group of procurement professionals and responsible for proper flowdown of all processes and procedures to their team
- Limited domestic /international travel may be required
- Controls receipt, distribution, and levels of materials at district and field warehouses, and yards located in or operating out of West Texas
- Supervise the day to day operations of the procurement team to achieve key results in support of the business
- Flex resource requirements to meet the 'needs of the day'
- Manage negotiations with vendors on prices, contracts and conditions
- Realign supplier delivery schedules to customer demand

Qualifications for purchasing supervisor

- Possess ability to learn, train on new material, take direction from management, focus attention on details, and follow work rules
- Must be able to multitask while providing timely and accurate turnaround on tasks, sometimes with strict deadlines and moderate direction

- Same as Senior level plus
- BS with 5 to 7 years of related work experience or equivalent related work experience is preferred