



Example of Supply Management Specialist Job Description

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Our growing company is looking for a supply management specialist. 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 supply management specialist

- Provide guidance in the life cycle management (acquisition, logistics, and procurement) process by planning, directing and managing the operation of the organization and 12 subordinate commands
- Advise and make recommendations to higher echelons concerning changes to policies, plans, and concepts Standard Operating Procedures (SOPs) governing inventory, distribution, excess and inventory management
- Prepare reports of survey and recommendations for disposition
- Analyze, document, train and review all contracts and micro-purchases initiated within the Purchase Request Tracking Automated System (PRTAS)
- Serve as the Group Administrator (GAM) for the command Wide Area Work Flow (WAWF) system
- Maintain the computerized property book, document and register through the use of the Defense Medical Logistics Standard Support (DMLSS) system
- Use manual property accounting procedures in coordination with the Army Regulation, Department of Defense and Federal Acquisition Regulations
- Organize files, records, receipt and issue documents
- Evaluate equipment loan requirements in support of special projects and monitor temporary loan accountability programs
- Administer the Financial Liability Investigation of Property Loss program

Qualifications for supply management specialist

- NGIL Form 73 (Required & Complete)- see How to Apply, Required Documents
- Position is subject to rotating/night shifts, some weekend work
- At least one year of experience in a Supply Management role preferably in negotiating with Suppliers
- Ideal candidates will have a Bachelors in a Supply Management or related field
- Candidates must have experience with ERP
- Must be well organized, have excellent written and verbal communication skills