



# Example of Supply Specialist Job Description

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Our growing company is searching for experienced candidates for the position of supply specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for supply specialist

- Facilitate the onboarding process for all approved/vetted partners, including education, training and troubleshooting launch
- Perform regular publisher account reviews
- Day to day contact for active publisher partners—responding to inbound requests, questions and concerns
- Provide exceptional customer service, demonstrating analytical and problem solving abilities
- Surface, communicate, and drive reported issues to resolution working closely with the CBX support and product teams
- Serve as an escalation point for the Platform Associate, helping to resolve issues beyond the scope of their role
- Provide support with assigned custom projects requiring one-off investigation and troubleshooting
- Provide support for commercial offer implementation
- Ensures regular communications are held with key suppliers, maintains close liaison and assures accurate supplier and product information
- Responds to seasonal and contractual demand fluctuations

## Qualifications for supply specialist

- Knowledge of procurement/contracts principles and terminology basics of contracts administration and finance or accounting
- Ability to perform duties that require close attention to detail, to prioritize

- Highly-skilled user of Microsoft Office products, specifically Excel, Access, PowerPoint, Word, and Outlook
- Prepares and/or attend sensitive briefings
- Perform trend analysis on all types of equipment to include weapons & COM/EL parts
- Requires NIPR, SIPR & CENTRIXS access