

Procurement Coordinator: Procurement Coordinator I

Contacts vendors and transportation companies, to ensure that materials, supplies and equipment are shipped and delivered on promised dates. Determines when deliveries may be delayed; coordinates with purchasing, manufacturing, engineering and other users to expedite material requirements; maintains records and follow-up files of purchases, shipments, returns of damaged items and related matters. Exclude buyers and internal expeditors.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job. Knowledge of filing principles.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Work Products (Examples may include but are not limited to)

Basic office equipment such as PC with associated software, copiers, telephones, etc.

Minimum Education and Experience

High School Diploma or GED. Ability to work cooperatively with others. Ability to maintain accurate files and other paperwork. Must be organized.