

Procurement Coordinator: Procurement Coordinator II

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

Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job. Knowledge of filing principles. Knowledge of the Procurement processes. Basic understanding of regulations relating to Government purchasing and contracting.

Supervision Received

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

Consequence of Errors

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

Contacts

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some 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. At least 2 years of experience in an office environment.