

Procurement Coordinator: Procurement Coordinator III

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

Considerable knowledge of the job. Complete acquaintance with and understanding of the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered. Knowledge of filing principles. Strong knowledge of the Procurement processes and ability to initiate and process purchase orders as directed. Understanding of regulations relating to Government purchasing and contracting.

Supervision Received

Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

Contacts

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

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 4 years of experience in an office environment. 2 years in a purchasing environment with understanding of MRP/ERP systems. Able to respond to multiple priorities.