

Procurement Coordinator: Sr. Procurement Coordinator

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

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered. Knowledge of filing principles. Strong knowledge of the Procurement processes and principles with the ability to initiate and process purchase orders. Understanding of regulations relating to Government purchasing and contracting.

Supervision Received

Minimal supervision. Work may be done without established procedures.

Consequence of Errors

Errors are very difficult to detect and would normally require significant expenditures to resolve.

Contacts

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

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. An Associates Degree in Business or a certification. Ability to work cooperatively with others. Ability to maintain accurate files and other paperwork. Must be organized. At least 6 years of experience in an office environment. 4 years in a purchasing environment with understanding of MRP/ERP systems. Able to respond to multiple priorities.