

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.

Level 1		Level 2		Level 3		Level 4	
Procurement Coordinator I		Procurement Coordinator II		Procurement Coordinator III		Sr. Procurement Coordinator	
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.	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.		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.		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	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
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.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	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.		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.		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.	Basic office equipment such as PC with associated software, copiers, telephones, etc.		Basic office equipment such as PC with associated software, copiers, telephones, etc.		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.	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.		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.		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.	