

Procurement Specialist: Procurement Specialist I

Communicates purchase order specifications, contract flow downs and terms and conditions for the procurement of specialized materials & equipment. Prepares bid packages, conducts bidders' conferences, analyzes and evaluates proposals, negotiates purchase order provisions, selects and may recommend sources of supply, writes awards and administers resulting purchase orders. Negotiates and coordinates additions, deletions or modifications to purchase orders. Participates with contracts administration and purchasing to develop "A" Item purchasing policies and procedures.

May also be responsible for Creating, and monitoring repair purchase orders for out of warranty items. Ensuring that proper documentation is maintained per procurement policies including proper authorization for funding if required.

Knowledge

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity following established policies and procedures.

Discretion/Latitude

Work is closely supervised. Follows specific detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with immediate supervisor and other personnel in the section or group.

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

Create, and monitor repair purchase orders for out of warranty items. Ensure that proper documentation is maintained per procurement policies including proper authorization for funding if required.

Minimum Education and Experience

1+ years of directly related experience with a Bachelor's Degree in Business or a related field. Basic MS Word, PowerPoint and Excel skills.