

Procurement Specialist: Procurement Specialist II

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

Frequent use and/or application of basic principles, theories and concepts specifically related to internal procurement policies. Limited knowledge of industry practices and standards.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

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

3+ years of directly related experience with a Bachelor's Degree in Business or a related field. Intermediate MS Word, PowerPoint and Excel skills. Professional Certification preferred