

Procurement Specialist: Procurement Specialist III

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

Complete understanding and application of principles, concepts, practices and standards as well as the application of the FARs & DFARs with regard to over threshold purchase orders. Full knowledge of internal procedures & industry practices.

Problem Solving

Develops solutions to a variety of complex problems. Refers to established precedents and policies. Ensure that there is an appropriate action plan to remedy any potential work plan slippage.

Discretion/Latitude

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Exerts some influence on the overall objectives and long-range goals of the organization, and works with suppliers to obtain material cost savings. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization, including our ability to meet our sales forecast.

Liaison

Represents organization as a prime contact on over threshold purchase orders. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations. Proactively manages supplier activity to meet program requirements.

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

Prepare proposal requests for "A" item purchases consistent with the requirements of the contract. Develop new sources of supply based on quality product, on-time delivery and competitive pricing. Solicit and award purchase orders consistent with the requirements of the contract.

Minimum Education and Experience

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