

# Procurement Specialist: Sr. Procurement Specialist

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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**

Understands the key concepts, processes, and practices in supply chain management, including key skills such as contract negotiation, contract formation, and contract management. Viewed as a knowledgeable practitioner in over threshold purchases.

## **Problem Solving**

Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives. Ensure that there is an appropriate action plan to remedy any potential work plan slippage.

## **Discretion/Latitude**

Work is performed under general direction. Exercises some latitude in determining objectives and approaches to 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. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization. Works with major suppliers to obtain cost savings and meet business area financial targets, including 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. Acts as the internal advocate for the supply chain.

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

Prepares proposal requests, for "A" item purchases consistent with the requirements of the contract. Develop new sources of supply base 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**

7+ 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. Strong interpersonal skills required.