

Procurement Specialist

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.

Level 1		Level 2		Level 3		Level 4	
Procurement Specialist I		Procurement Specialist II		Procurement Specialist III		Sr. Procurement Specialist	
Knowledge	Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.	Frequent use and/or application of basic principles, theories and concepts specifically related to internal procurement policies. Limited knowledge of industry practices and standards.		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.		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	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		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.		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 closely supervised. Follows specific detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		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.		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	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	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.		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.		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	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.		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.		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.	

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