



Purchasing Specialist 1

Job summary

The [Purchasing Specialist](https://100hires.com/purchasing-specialist-job-description.html) will maintain data within Purchase Order (PO) System from initial PO entry through PO receipt; ensure accurate information is obtained from vendors for data integrity; assist planning and merchandising teams in all aspects of product and purchase order processing and maintenance.

This position includes but is not limited to purchase order entry and maintenance, managing the on-time placement of future season POs, logic and problem-solving for PO issue resolution, ownership of paperwork flow and appropriate approvals, and some administrative support for weekly/monthly tasks, and projects.

Responsibilities

Creation and communication of purchase orders for a Category Group of business;

Ownership of all vendor communication regarding purchasing and PO management to ensure PO information is accurate and vendor questions are resolved efficiently;

Enter and amend purchase orders and ensure communication of orders to Sourcing and vendors;

Maintain accuracy of purchase order ship dates, quantities, and item costs;

Ensure accurate shipping dates of purchase orders by monitoring the sourcing calendar;

Monitor purchase order status using reporting or other spreadsheets and tools;

Work with planners to monitor sales and adjust purchase orders accordingly to drive sales and profitability;

Collaborate daily with Distribution and Fulfillment Center teams to resolve data validation errors and PO discrepancies that prevent receipt of merchandise.

Requirements

Strong communication and interpersonal skills;

Ability to think strategically and act tactically;

Excellent judgment and decision-making skills;

Very strong organizational skills, timeline conscious;

Results oriented individual with attention to detail;

Excellent oral, written, and interpersonal skills required;

Results-oriented individual with strong numerical and mathematical skills;

Proficient in Microsoft Office Suite, with purchasing systems experience preferred.

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Job summary



The [Purchasing Specialist](https://100hires.com/purchasing-specialist-job-description.html) is responsible for processing all customer orders, entering product information, ensuring data integrity, processing all internal procurement, and communicating with internal and external customers to ensure timely delivery.

Responsibilities

Processes assigned customer orders meeting service-level agreement standards

Manages order fulfillment of all assigned orders

Collaborate with internal teams to ensure orders are processed timely and accurately

Builds relationships with vendors to ensure immediate access to product and order information

Complete, analyze, and distribute weekly, monthly, quarterly, and annual data integrity reports

Provide resolution for sales tax questions and audits

Other duties as assigned

Requirements

BA/BS in Business Administration or equivalent work experience

1-2 years' purchasing experience, or relevant roles

Attention to detail is a must

Ability to collect and analyze data efficiently

Possesses the ability to self-manage and adapt to changes, delays, or unexpected shifts in priorities while maintaining focus and productivity in a fast-paced environment

Ability to work a flexible work schedule is required

Excellent verbal and written communication skills

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Job summary

As a Purchasing Specialist, you will have the opportunity to work closely with the team to ensure the timely purchase of goods and services for the business. This is a highly collaborative role that will require you to work closely with engineering and operations teams to understand their needs and execute purchases accordingly.

Responsibilities

Prioritize and address stakeholder requests promptly

Organize and maintain accurate purchasing and supplier records

Pilot new system features and capabilities

Execute tasks efficiently while emphasizing attention to detail Maintain flexibility throughout the day to align with changing priorities

Communicate the status of tasks with the team frequently to highlight blockers or issues affecting scheduled delivery



Requirements

Experience creating and implementing organized work processes

Understanding of discerning high-quality work products and deliverables

Experience managing timely delivery of work products

BS/MS in engineering, business administration, or humanities

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Job summary

The [Purchasing Specialist](https://100hires.com/purchasing-specialist-job-description.html) is responsible for monitoring NA's new store and Concession supply and small fixture inventory levels and ensuring order needs are met.

Responsibilities

Work closely with Director to order supplies and fixtures for all Concession Partners

Generate store orders via AS400 and distribute to DC or 3rd party warehouse

Create shipping schedules for third-party and vendor facilities to ship new store kits

Monitor Concession store inventory levels for supplies and small fixtures, charging partner orders appropriately

Coordinate new partner rollouts with departments

Prepare monthly off-site inventory reports for Finance

Provide reporting to the Construction team for new store orders and costs

Work with In-Store Presentation and Store Operations on item pick sheets

Back up support to Purchasing Fixture Coordinator

Requirements

Minimum 2 years of Purchasing experience required

Intermediate Excel skills

Strong communication and written skills

Ability to manage physical demand: walking, continuous standing, must be able to lift 20lbs

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Job summary

The [Purchasing Specialist](https://100hires.com/purchasing-specialist-job-description.html) has the



responsibility for assisting departments with supply requirements and budgetary cost estimates. This position also has a responsibility as a sourcing agent for supplies in high demand, subject to frequent backorders and vendor allocations. This position is also responsible for researching, locating, and engaging with new vendor sources to secure a continuous stream of supplies. The employee is responsible for following established policies and procedures. The employee must be able to demonstrate knowledge and skills to perform job duties.

Responsibilities

Calls in, faxes, or transmits system-generated purchase orders. Confirms vendor pricing. Enters data into a computer program confirming completion of the order process.

Researches and reconciles all price increases.

Calls vendors to follow up on items not received within 30 days.

Transmits stockless orders through an electronic data interface.

Issue supplies from Inventory.

Initiates Standing Orders, Bill Only Orders, and Product Returns.

Requirements

High school diploma or general education degree (GED)

One year related experience and/or training

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Job summary

Purchasing Specialist position at a dynamic and growing Purchasing Department. The main responsibilities involve resolving order issues, processing Purchase Orders with vendors, and following up on the POs to ensure customer satisfaction.

Responsibilities

Process Purchase Orders (POs) with a large number of vendors using a variety of ordering methods, such as electronic ordering (EDI/XML)

Expedite and follow up with vendors to ensure accurate and timely delivery of purchase orders

Research past orders to resolve issues and reconcile open transactions

Communicate and interact with various internal departments including Inside Sales, Accounting, Hardware, Licensing, Warehouse, and Technical

Make sourcing decisions to pick the best vendor based on performance, pricing, and/or availability

Requirements

Bachelor's Degree with a minimum 3.0 cumulative GPA, all majors considered



Strong written and verbal communication skills

Ability to learn fast, absorb knowledge and apply newly learned information

Ability to work effectively within all levels of an organization, both internally and externally

Ability to work both individually and in a team environment

Strong problem-solving, organizational, and time-management skills

Ability to think creatively and find solutions to issues

Detail oriented with the ability to multitask and complete tasks with efficiency and accuracy

Ability self-manage, take initiative and be resourceful

Excellent follow up skills

Office experience

Familiarity with computer products and programs are desirable for this position

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Job summary

We are seeking a [Purchasing Specialist](https://100hires.com/purchasing-specialist-job-description.html) that is responsible for acquiring products as directed and maintaining accountability for purchased items. This individual will perform a variety of administrative, clerical, and organizational activities to fulfill the purchasing and shipping responsibilities.

Responsibilities

Reviews requisitions by comparing items requested to master list; clarifies unclear items

Prepares purchase orders by verifying specifications and price; obtains recommendations from suppliers for substitute items and obtains approval from requisitioning department

Confers with vendors to obtain and/or negotiate product or service information such as price, availability, and delivery schedule; sources locally and overseas for items not supplied by regular vendors

Interacts with inside and outside sales personnel to ensure all purchases are approved within mandated guidelines

Works with multiple suppliers to process orders; monitors and expedites orders as required

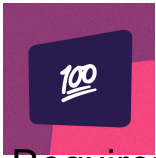
Verifies receipt of items by comparing items received to items ordered; resolves shipment in error with suppliers

Works closely with national and international logistics groups to ensure on-time receipt and delivery of shipments; arranges for transportation and/or storage of purchased products

Maintains manual or computerized purchasing and inventory records, such as items or services purchased, costs, delivery, product quality or performance, and inventories

Keeps information accessible for sorting and filing documents

Accomplishes purchasing and organization mission by completing related duties as needed



Requirements

Associate's Degree or equivalent work experience; Bachelor's degree desirable.

At least one to two years of related experience and background in a Purchasing position in a multi-task environment, preferably within a high-technology environment

Experience working with multiple vendors and suppliers to negotiate and administer various types of contracts

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Job summary

We are looking for a Purchasing Specialist.

Responsibilities

Reports to and receives operational direction from the Purchasing Manager.

Performs expediting of purchasing order and non-conformance & invoice resolution.

Maintains working relationships with project Procurement personnel and project discipline personnel to perform assigned duties.

Communicates with suppliers as necessary to achieve required service and results to meet project needs.

Communicates with Engineering, Quality, Maintenance, Operations, and other project functions to assist and/or guide them in the preparation of material requisitions for the procurement of materials and equipment and to achieve the understanding needed to process requisitions.

Understands and applies key quality requirements to support the acquisition of materials, equipment, and services, such as quality & test inspection plans, qualifications, and resolution of non-conformances.

Perform other related duties as required.

Requirements

Bachelor's degree from an accredited university in Business Management or applicable discipline and 0 to 2 years of relevant experience or any equivalent combination of relevant education and experience

US Citizenship is required

Skilled in working with, and communicating effectively, both orally and in writing with other functional groups

Basic knowledge of Federal Acquisition Regulations and applicable Agency Supplements

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Job summary



The [Purchasing Specialist](https://100hires.com/purchasing-specialist-job-description.html) selects international procurement sources and purchases materials and services directly associated with the organization's needs. Selection of suppliers' products and services in consideration of cost, quality, delivery, and customer support consistent with organizational policies and performance standards.

Responsibilities

Develops and implements sourcing and negotiation strategies for key spending areas to achieve short and long-term savings targets

Researches identifies, qualifies, and selects international and domestic suppliers, conducts negotiations, and executes agreements

Actively manages and engages with suppliers to achieve company objectives

Issues purchase orders as needed for materials, equipment, and supplies to the appropriate vendors

Tracks orders and ensures orders are delivered on time and at cost

Compiles and records data for capital purchases and/or inventory control, utilizing specified systems

Ensures all vendors comply with company, customer, and other regulatory guidelines and policies

Provides support of site and company level strategic objectives as directed

Requirements

Bachelor's Degree required (preferably Business, Accounting, or Supply Chain)

Three to five years experience in purchasing, sourcing, materials management, and/or another relevant area of supply chain management or an equivalent combination

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Job summary

We have an opening for a Purchasing Specialist. As Purchasing Specialist, you will be responsible for managing suppliers and related activities to drive cost, lead time, and on-time performance.

Responsibilities

Displays willingness to make decisions and exhibits sound and accurate judgment. Supports and explains reasoning for decisions and includes appropriate people in the decision-making process. Makes timely decisions.

Coordinates activities involved with procuring goods and services such as raw materials, equipment, tools, parts, supplies, and advertising, for the organization by performing the following duties.

Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.

Selects products for purchase by testing, observing, or examining items.

Estimates values according to the knowledge of market price.

Determines the method of procurement such as direct purchase or bid.



Prepares purchase orders or bid requests.

Reviews bid proposals and negotiate contracts within budgetary limitations and scope of authority.

Maintains procurement records such as items or services purchased costs, delivery, product quality or performance, and inventories.

Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine the source of trouble and take corrective action.

Approves invoices for payment.

Expedites delivery of goods to users.

Requirements

Bachelor's degree (B. A.) from a four-year college or university, or equivalent combination of education and experience.

Minimum of 3-5 years of Sourcing or Procurement for Materials and MRO

One to two years related experience and/or training in a related field such as Purchasing, Sourcing, Logistics or other Supply Chain role