Procurement Specialist

Job Code 00007119

General Description
Responsible for maintaining the procurement of goods and services for assigned area, through sources of local, state, and open market orders.

Examples of Duties
Coordinate, issue, and review orders/contracts/bids.
Maintain equipment and supply inventories.
Resolve problems relating to supply and equipment.
May maintain and balance P-card purchase ledger with monthly statement.
Assign and tag equipment under $5000.
Supervise purchase order requests.
Ensure timely delivery of goods and supplies.
Reconcile invoices.
Write various specifications.
Maintain documentation.
Confirm receipt of new orders.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: related laws, guidelines, and policies; purchasing procedures; Word 2003, spreadsheets, and SAP; business and telephone etiquette; maintenance of equipment; intermediate math.
Skill in: effectively directing the work of others; working as a team member on most tasks of job; preparing bids, requisitions, letters, memos, logs, and ledgers; interacting courteously with a variety of people; working as a team member on most job tasks; typing and filing.
Ability to: read and interpret manuals/contracts/instructions/measurements; process requisitions and invoices; prioritize workload.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012