**Purchasing Specialist Position Description**

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The company is looking for a proactive self-starter who enjoy engaging and collaborating with customers and team members to develop innovative and successful solutions.

The Purchasing Specialist will be a key member of our team who work directly with vendor partners to create purchase orders, order products, and validate acknowledgements in a timely manner.

**Responsibilities of the Purchasing Specialist include:**

* Validate necessary approvals and signatures received for order to proceed.
* Create purchase orders and place orders with vendors, including any required forms.
* Request date changes when requested to accommodate schedule changes.
* Submit requests for expedited completion of work.
* Serve as liaison between vendors and specifiers regarding questions on orders.
* Analyze purchasing habits for efficiencies in ordering practices.
* Resolve any cost discrepancies.
* Work with the team to make requested changes to orders.
* Work closely with the project team to help them know when contractors are not living up to expectations, provide evidence to support their claims, offer solutions for these types of problems.

**Knowledge, Skills, and Qualifications Required:**

* Bachelor’s degree in business administration, supply chain, or relevant field
* 4+ years of purchasing experience.
* Effective negotiation and communication (verbal and written) skills.
* Effective math skills and ability to quickly calculate the cost of goods and services.
* Exceptional organizational skills and ability to multi-task.
* Microsoft Office Proficiency