1. Liaised with vendors and suppliers on delivery schedule to achieve on-time delivery of final product.
2. Performed regular performance review with suppliers to drive continuous improvements.
3. Managed vendors and suppliers to meet objectives related to cost, delivery performance and schedule.
4. Negotiated lead-time, cost and quality to obtain maximum company benefit.
5. Developed, implemented and drove purchase strategies to meet cost savings targets.
6. Analyzed vendors and suppliers to select most suitable to deliver high-quality products at competitive pricing.
7. Maintained and followed up with qualified vendors and suppliers about open purchase orders and prospective orders to [Result].
8. Defined and maintained documented category and supplier strategies using market and competitive data.
9. Utilized [Software] to generate request for quotes and purchase requisitions and created and prepared reports based on [Type] data.
10. Participated in [Timeframe] status reviews, audits and purchase meetings to resolve proposal issues and implement process improvements.
11. Verified commercial, legal and contractual compliance in all transactions through [Action] to achieve [Result].
12. Reviewed and managed supplier base in [Software] for consistency with sourcing strategy.
13. Developed proven purchasing and sourcing strategies based on [Technique] and [Technique].
14. Adopted supplier management methodologies and purchasing strategies to secure improved prices.
15. Interpreted engineering drawings, part lists and production bills of materials to make informed purchase decisions.
16. Sourced and qualified bidders, obtained favorable pricing and finalized contracts.
17. Made valuable contributions to planning of promotions, pricing and inventory levels, enhancing inventory flow, revenue and profits.
18. Supported purchase efforts through [Task] and [Task] and negotiating best payment terms and contract conditions to maintain high level of integrity.
19. Enhanced organization and traceability through implementation of management systems for [Type], [Type] and [Type] records.
20. Accepted and processed supply requests from staff, and placed orders per procedures.