1. Reviewed bid proposals and negotiated contracts within budgetary limitations and scope of authority.
2. Consulted and advised department heads on equipment and supply decisions.
3. Supervised purchasing and warehousing processes to reduce loss, time and injuries.
4. Ordered [Type] supplies and equipment and maintained accurate inventory control records.
5. Directed preparation of purchase orders or bid requests to meet material needs for production operations.
6. Managed staff, interviewed new hires, and conducted performance evaluations for staff of [Number].
7. Managed and maintained long-term relationships with [Type] and [Type] suppliers.
8. Reviewed purchasing department activities with [Job title] to evaluate opportunities for cost savings and efficiency improvements.
9. Maximized benefit and minimized costs by streamlining procurement processes, saving $[Amount] over one year.
10. Reviewed and approved requisitions enabling purchasing department to start purchasing process.
11. Assessed quality standards and encouraged suppliers to integrate standards with company objectives.
12. Monitored open purchase orders for on-time delivery and mitigated potential problems with carriers and logistics companies for timely resolution.
13. Negotiated with vendors to procure best prices and quickest service for equipment and supplies.
14. Worked closely with suppliers for service level agreement compliance and effective logistics support.
15. Placed [Timeframe] purchase orders with suppliers for [Product or Service] as required by forecast and production schedule.
16. Examined [Product or Service] category spending and employed improvement opportunities.
17. Recorded [Type] and [Type] transactions and periodically conducted aging account analysis.
18. Developed and managed $[Amount] budget for purchasing department.
19. Modified price levels, availability and markets for competitive company advantage.
20. Negotiated contracts to set prices, quality standards and cost-reduction targets for long-term operational success.