1. Worked with production to understand and plan for materials needs.
2. Evaluated supplier performance and worked with representatives to resolve issues.
3. Negotiated pricing structures, delivery schedules and other contract parameters.
4. Updated master records with latest [Type], [Type] and [Type] information.
5. Sourced and vetted new vendors to meet purchasing needs.
6. Completed regular [Type], [Type] and [Type] reports.
7. Attended [Industry] trade shows to learn new trends in methods and materials.
8. Researched potential vendors, evaluated quality and distributed Requests for Proposals for bids.
9. Represented companies in negotiating contracts and formulating policies with suppliers.
10. Tracked orders and shipments to inform warehouse manager of incoming loads.
11. Coordinated with inventory control to determine and manage inventory needs.
12. Evaluated contracts for compliance with legal requirements and organizational policies.
13. Used [Software] to maintain records of goods ordered and received.
14. Reviewed and evaluated bid submittals for materials, equipment and services.
15. Tracked KPIs to monitor and evaluate business goals.
16. Maintained network of professional contacts to discover new opportunities for good deals on orders.
17. Prepared and processed requisitions and purchase orders for supplies and equipment.
18. Maintained files of Material Data Safety Sheets for hazardous materials and chemical solutions.
19. Located vendors of materials, equipment and supplies to determine product availability and terms of sales.
20. Scheduled material purchases to meet JIT manufacturing needs and maintain minimal inventory levels.