



PURCHASING SPECIALIST

REPORTS TO: Purchasing Manager

EDUCATION & EXPERIENCE: High School Diploma or Equivalent required, College Hours preferred. Two years working experience in a procurement role preferred

SKILLS: Commitment to quality and excellent attention to detail. Strong problem-solving, time-management, and organizational skills. Thorough understanding of purchasing procedures and policies. Proficient with Microsoft Office Suite. Skill in relating organizational objectives to financial policies on costs, fees, credit, etc. Skill in exercising initiative, judgment, discretion and decision-making to achieve organizational objectives. Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public. Skill in identifying and resolving problems. Ability to work creatively with management and department staff to achieve objectives. Excellent communication skills, both written and verbal. Ability to understand written and oral instructions.

PRIMARY DUTIES:

- creates purchase orders in purchasing system
- maintains requisition/purchase order log and monitors existing orders to ensure on time deliveries
- communicates with vendors regarding quotes, delivery schedules, quality issues and cost concerns.
- purchases goods and services according to the company's policies and procedures.
- assists in maintaining vendor files and related agreements.
- assists in processing new vendor requests to CFO or designee for review and approval prior to making purchases.
- ensures that purchasing documents are complete and accurate, including appropriate and reasonable terms and conditions.
- maintains pricing histories and other vendor records.
- maintains records of goods purchased and received.
- requests refunds from vendors as needed and maintains history.
- contacts vendors and post office for lost packages.
- attends a variety of meetings with management and department staff to review and discuss related matters.
- monitors various requests for grants and other resources.
- maintains strictest confidentiality.

OTHER DUTIES:

- other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- possess a valid Texas driver's license and appropriate liability insurance
- visual and auditory accuracy
- shift length - 8 hours
- indoor setting
- continuous use of computer and calculator

- long periods of sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- occasionally carrying, lifting, pushing and pulling of up to 25 lbs
- occasionally working in confined, noisy, dusty areas
- frequent use of personal car
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

6/8/2022