

PROCUREMENT SPECIALIST

Procurement specialists specialize in finding goods or services for a business at a good price and meets the needs of the business.

WHAT RESPONSIBILITIES WILL I HAVE?

- Work across business units to plan and prioritize purchasing activities
- Review planned orders, create requisitions for purchased items, and manage approval process
- Transmit and prioritize approved purchase orders to the chosen supplier
- Track order acknowledgments, prepare and communicate shortage and back order reports
- Ensure that if there is a potential for a shortage or interruption in supplies that the affected parties are notified for planning purposes
- Track orders and confirm delivery dates and costs
- Review, update, and maintain purchase orders until they are fully completed
- Ensure orders adhere to supplier agreements and contracts
- Negotiate contracts, agreements and pricing with suppliers
- Handle occurrences when contracts or agreements are not kept
- Lead finance and logistics staff in resolving reception and invoice discrepancies
- Identify opportunities and implements actions to achieve efficiencies
- Contribute to consolidation, reduction, and rationalization of the local supplier base
- Build strong relationships with suppliers



WHAT EDUCATION & TRAINING IS REQUIRED?

Bachelor's degree in chemical engineering, manufacturing or industrial engineering

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, business and computer courses, statistics, mathematics

TYPICAL EMPLOYERS

Seed and chemical companies, food and animal production companies, grain marketing firms

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- American Purchasing Society
- Association of Certified Procurement and Operations Professionals
- Institute for Supply Management

AVERAGE ANNUAL FULL-TIME SALARY

\$47,000