



Procurement Specialist

PURPOSE:

Foster partnerships with key customer accounts while continuing to expand current customer base. Develop and maintain customer relations through superior customer service and strong communications skills.

JOB DUTIES:

- Coordinates, organizes, integrates, and documents activities within company software.
- Must be able to prioritize activities to ensure customer satisfaction and at the same time maximize profits.
- Adheres to and enforces company policies and regulations.
- Responsible for the creation, implementation and execution of sales orders.
- Strong understanding of customer and market dynamics and requirements.
- Serve as primary customer contact for technical and business issues regarding sales orders
- Maintains accurate records of all quotes, pricing, vendors and sales.
- Adheres to all company policies, procedures and business code ethics and ensures they are communicated and implemented throughout the sales process.

SKILLS:

- Perform quality work within deadlines with or without direct supervision.
- Work effectively as a team contributor on all assignments.
- Interact professionally with other employees, customers and suppliers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations
- Ability to read and interpret documents such as requests for quotes, purchase orders, sales orders, customer quality manuals, and shipping invoices.
- Ability to write routine reports and correspondence.
- To perform this job successfully, an individual should have knowledge of Database software, Internet software; Inventory software; Order processing systems; Spreadsheet software and Word Processing software.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form



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- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Ability to deal with problems involving several concrete variables in standardized situations.

OTHER REQUIREMENTS:

- Must have a basic command of the English language, both written and verbal.
- Must have the ability to use basic math, reading and writing skills to perform job function.
- Ability to follow company operating procedures and safety rules
- Ability to work independently or part of a small team and perform required tasks with little direct supervision.

QUALIFICATIONS:

High school diploma with 1-2 years sales experience or a degree in business management, logistics or procurement management with 1 years of applicable experience. The ability to use Microsoft Office including Outlook, Excel and Word. Proficient application of those operations in Quantum that apply to the customer related process. Become familiar with and apply ISO9000/AS9100 quality standards, NWR Quality Manual and FAA 00-56 directives and apply them to the customer related process.

This information is not designed to be a complete inventory of the job duties, responsibilities and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job title.