



JOB DESCRIPTION

Position: **Purchasing Specialist**
Department: Purchasing
Reports to: Director of Purchasing

Date: January 26, 2017

Objective: To purchase products and materials for Valiant customers according to established company procedures.

Responsibilities:

- Follows specific standards, operating procedures and detailed instructions in support of their assigned workload.
- Receives purchase requests through Valiant purchasing system for furniture, fixtures, accessories and drapery.
- Examines and analyzes purchase requisitions for completeness and accuracy of information; contacts originator or department manager for clarification or to complete requisition.
- Creates purchase orders and routes to vendors after approval.
- Expedites purchase orders as requested and walks through to completion.
- Verifies order receipt, tracks delivery dates and notifies appropriate personnel of potential delivery discrepancies.
- Updates internal database with updated purchase order information as required.
- Negotiates vendor delivery dates to meet the needs of our customer as necessary.
- Creates and issues change orders as needed to meet customer expectations and the needs of the business.
- Investigates and resolves order acknowledgement and invoice discrepancies as necessary
- Processes proforma invoices for assigned orders and follows up to ensure prompt payment so as not to delay the order.
- Responsible for small-medium-large project orders assigned from order entry through to delivery; works with project manager to ensure information is up to date on all orders and issues for said projects.
- Maintains vendor purchasing email in the absence of the Clerk as needed and updates other contact information.
- Identifies and capitalizes on opportunities to reduce costs.
- Alerts management to any issues with suppliers, product availability and pricing.
- Daily interaction with multiple departments including sales, project management, merchandising, design team and operations to work through issues with purchase orders.
- Performs other job related duties as requested by Valiant management.

**Abilities Required:**

- Working knowledge of purchasing operations.
- Proven track record as a self-starter who has the ability to work in a fast paced, dynamic work environment.
- Strong attention to detail in preparing documents
- Efficiently sets priorities and accomplishes objectives.
- Logically works through problems and obtains issue resolution.
- Demonstrated ability to initiate, improve and maintain supplier relationships.
- Proficient with clear, concise, cordial communication skills with internal and external contacts - both verbal and written.
- Displayed ability to interact with diplomacy and tact while maintaining appropriate assertiveness and persistence.
- Ability to work well under pressure in addition to meeting deadlines in a cross-functional team environment.

Education/Experience:

- High school diploma or GED; college degree preferred
- 1-3 years' experience in a purchasing environment; customer service experience a plus.
- Demonstrates efficient computer skills in Microsoft Office Suite (includes Excel) and ability to adapt quickly to new computer systems.