

Procurement Officer

ROBERT SMITH

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Objective

Seeking to find a position where leadership, organizational skills, and ability to work well as a team member, would be used to achieve positive goals for both. Although have been Production entire career, and looking forward to expanding work experience into different areas.

Skills

Production Management, Truck Driver, Purchasing Agent, Service writer, Sales Consultant.

Work Experience

Procurement Officer

Southeastern Transit Authority (SEPTA) - November 2015 - May 2019

- Ensure that stock and non-stock purchase requisitions are processed expeditiously and in a manner to encourage fair and open competition.
- Responsible for the development review and critique of bid solicitation packages, certified bid tabulations, contract awards and purchase orders.
- Conduct and present findings of responsibility reviews for prospective awardees utilizing Financial Statement Analysis.
- Perform cost and/or price analysis to substantiate Sole Source and Single Bid awards.
- Responsible for ensuring that vehicle maintenance is performed timely.
- Reviewing accident reports, making recommendations to management regarding whether an employee was negligent and liable.
- Responsible for prompt ordering of vehicles, ensuring staff take possession of the vehicle timely and reviewing monthly mileage reports for any unusual occurrences.

Procurement Officer

ABC Corporation - 2010 - 2015

- Responsible for the negotiation of prices of products and services for the organization.
- Ensured that products and services purchased for the organization are of high quality regardless of the price.
- Involvement in the approval of best product and service with low price after reviewing and analyzing all options.
- Ensured proper details of the suppliers qualifications, delivery times.
- Product and services.
- Managed the inventories of the products and services in the organization.
- Maintained good relationship with the organizations suppliers.

Education

Bachelor's in Supply Chain Operations Business Management - June 2007(University of Phoenix - Philadelphia, PA)