

# Purchasing Officer

## ROBERT SMITH

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### Objective

Versatile, reliant and proficient professional with experience in customer service and negotiations. Successful in developing strategies to save time, while efficiently completing tasks to completion.

### Skills

Marketing And Sales Management.

### Work Experience

#### Purchasing Officer

**AEDC - September 1996 - 2020**

- Reviewed purchase requests to determine the need for term contracts and develop new contracts and/or prepare history sheet and product specifications, determine an appropriate list of bidders for a product, and notify potential bidders.
- Received and evaluated bids to determine the lowest bid and delivery requirements within cost limits and award bid.
- Maintained files on products and current market conditions and awarded bids for future references.
- Forwarded recommendations to OSP on appeals.
- Received lease agreements, review and make appropriate changes so agreements will apply to the law, and submit to a legal advisor.
- Reviewed and forward, if required, justification documents for single source and emergency purchases and conduct training sessions, and meetings, if requested for the agency.
- Worked with OSP auditors during year-end agency audits.

#### Purchasing Officer

**Delta Corporation - 1995 - 1996**

- Certified as a credit card holder to manage purchasing, tracking, monitoring, receiving, and distributing items without an audit by the Department.
- Coordinated inspections on various companies to regulate job performance and record keeping.
- Managed accounts receivable, packing, shipping orders and supplies.
- In charge of purchasing and handling overall operations of the company.
- Responsible for Incoming component/ material, in-process and outgoing product inspection, as well as supervising Quality Inspectors for their daily.
- Source, negotiate and purchase domestic and oversea materials for production; Plan and arrange to purchase according to production schedule; Search.
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Diploma - (High School Education)