Job Title: Purchasing Coordinator

JOB SUMMARY

The Purchasing Coordinator is responsible for coordinating the purchase of equipment, supplies and services and ensures compliance with State of Georgia Purchasing Guidelines.

MAJOR DUTIES

- Ensures prompt, efficient service is provided in procurement of services, supplies, and equipment
- Thoroughly researches products and office needs;
- Determines the appropriate course of action regarding emergency purchasing situations and obtains appropriate authorization;
- Maintains equipment that is used for training and assessment classes and mobile classrooms;
- Determines requirements for new equipment and coordinates the transfer and movement of equipment to various locations;
- Manages and maintains inventory of property;
- Coordinates equipment leasing and contracts administration;
- Coordinates facilities maintenance and building security issues;
- Assists in issuing purchase orders and maintains the purchase order log as required;
- Assists in the processing of purchase request and issuing purchase order in accordance with established purchasing rules and regulations;
- Complete appropriate forms each month regarding information such as whether purchase orders require bids, etc.

COMPETENCIES

- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a closely related field *and* Two (2) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location.