

## **ROLES AND RESPONSIBILITIES OF PURCHASE OFFICER**

- Demonstrates effective communication and problem-solving skills.
- Lead and direct the work of purchasing clerks including hiring, training and supervising.
- Contract management to include all aspects (e.g. administer, review, manage, file, evaluate, analyze, and negotiate).
- Negotiate or renegotiate and administer contracts with vendors.
- Administer bidding process and contracts (e.g. prepare specifications, evaluate bids, recommend vendors, etc.).
- Research and evaluate vendors/contracts to ensure it is in compliance with government regulations (e.g. vendor debarment and suspension regulation).
- Evaluate vendors to ensure its performance is aligned with established specifications.
- Evaluate order and bid documentation.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Review and maintain good record of purchasing files and records (purchase orders, contracts, etc.) to ensure its compliance with company policies and procedures and ensure the availability of documentation.
- Back up purchasing clerk to include ordering of supplies/goods, equipment and material, reviewing, and processing/issuing of purchase order.
- Review and monitor capital purchases to ensure its compliance with company policies and procedures.
- Identify opportunities for cost savings.
- Compile data from variety of sources for analyzing and ensuring compliance with company policies and procedures and monitoring of purchasing processes.
- Continually improve purchasing methods/processes.
- Response to inquiries from internal and external sources in providing information, direction, and or appropriate referrals.
- Special projects and/or other duties as assigned