ROBERT SMITH

Procurement Buyer

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Procurement Buyer with 4 years of experience in Maintaining the 98% specified corporate service level for all warehouses and nine days of everyday inventory. Responsible for Managing all special orders, returns, and salvage for assigned categories.

2007 – 2008
PROCUREMENT BUYER - ABC CORPORATION

- Issued purchase orders to maintain stock levels.
- Resolved all issues related to the distribution of assigned products.
- Maintained accurate items and cost information data in corporate systems.
- Generated receivables from deals, returns, and other appropriate areas.
- Managed process for new items and SKU maintenance.
- Created and supported logistical procedures to facilitate product arrivals.
- Supervised daily inventory and weekly sales inventory.

2002 – 2007
PROCUREMENT BUYER - DELTA CORPORATION

- Assisted T/A planners with the procurement and logistic cost for all T/A Built cost tracking spreadsheets in Microsoft excel for daily reporting.
- Ordered T/A material, tracked and reported procurement materials, logistics, support equipment, rental equipment, 3rd party equipment retrieved.
- Supported R&D and Corporate Purchase Order Transactions - 250+ orders per month Worked with Sourcing Managers to develop contracts and negotiate.
- Daily procurement and vendor management for telecom materials needed for small to large scope projects.
- Responsible for initial cost negotiation and purchase of materials needed for wireline, wireless, microwave, and OSP projects.
- Ensure procurement of materials meet scheduled project start dates, including shipping and receiving, inventory, inspection, and preparation.
- Purchased merchandise for two warehouse facilities, Created and maintained reports on movement and shortages of merchandise, Responsible for 500+.

EDUCATION

Bachelor Of Science

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SKILLS

Inventory Management, Procurement, Running A Business.