

ROBERT SMITH

Purchasing Coordinator (Contractor)

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Accounting and administrative professional with a track record of success seeking to join a new organization and replicate achievements. Knowledgeable and dependable leader with the intangibles to draw out the best results no matter the task. Including 3+ years experience in contract negotiations, accounts payable, purchasing and procurement.

EXPERIENCE

Purchasing Coordinator (Contractor)

ABC Corporation - OCTOBER 1999 - DECEMBER 2000

- Ordered medical and office supplies for all departments.
- Performed data entry, processed mail, coordinated meetings.
- Typed correspondence, recorded conference & meeting minutes.
- Maintained the Vice President of Materials Managements daily calendar.
- Prepared memoranda to Vice Presidents specifications.
- Ordered medical and office supplies for all departments, coordinating delivery of special items and emergency orders.
- Scheduled and coordinated training sessions and conferences.

PURCHASING COORDINATOR

Langer Juice Company - 1998 - 1999

- Manage all purchasing and inventory control decisions including evaluating company stock requirements.
- Responsible for keeping items properly arranged, orderly and clearly marked in the correct locations per the inventory system.
- Assisted in contacting suppliers when shipments were incorrect and handled all returns to suppliers.
- Analyze all sales records and find suppliers that can offer better prices.
- Evaluated quotes for products and services to negotiate best product, prices, warranties and deliveries with vendors.
- Communicated with vendors to ensure availability and delivery dates of products and maintained records for the purchasing team.
- Reconciled invoices and authorized payments in an efficient and timely manner..

EDUCATION

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SKILLS

Inventory Management, Contract Negotiation, Project Management, Data Mining.