

Purchasing Coordinator

ROBERT SMITH

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Objective

Professional with experience working as a Buyer II at Ensign Energy. Exceptional interpersonal aptitude with the ability to quickly establish relationships with individuals from diverse backgrounds and professional levels. A solid commitment to customer service with the ability to deal with employees and suppliers in a professional and courteous manner. Excellent listening, problem solving and communication skills.

Skills

Administrative Assistant, Purchasing, Accounts Payable, Accounts Receivable, Telephone Skills, Inventory Control, Inventory Management, Forecasting.

Work Experience

Purchasing Coordinator

ABC Corporation - September 2006 - August 2012

- Oversee the coordination of purchasing activities to include, researching, identifying, and evaluating vendors for pricing and quality, documenting all purchasing decisions, and completing purchase orders.
- Perform as the Oracle Super User for the purchasing module.
- Reconciles purchase orders, purchase order receipts and reviews authority limits per SOX key controls.
- Work closely with the Enterprise Financial Systems Team concerning the signing authority database and invoice payment issues.
- Accountable for the administration of the corporate credit card signing authorities.
- Acknowledged by colleagues in company recognition program on multiple occasions for excellent customer service skill and dedication to role.
- Effectively identified and resolved problems using available resources.

Purchasing Coordinator

ABC Corporation - 2003 - 2006

- Submitting time for techs for Payroll Work on Excel Reports Research parts Order parts for Ct and NY 2010-2012/ Admin.
- Coord.
- HR Dept.
- Covidien North Haven Make badges for employees Pay and manage the Security Bills for the Department Work on two different computer systems Meet and greet our vendors and customers when they come on the campus Help with Security issues Work on projects.
- Make the calls when an emergency occurs on campus.
- Make the badges for the guest on a Label system attached to my computer Help organize with visitors from other countries.
- Send out weekly and monthly report on Excel spreadsheets Help out with orientation.

Education