ROBERT SMITH

Purchasing Expeditor III

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Purchasing Expeditor also contributes to overall savings goals of the organization by identifying opportunities and working with both contract managers and clinicians/administrators.

EXPERIENCE

Purchasing Expeditor III

ABC Corporation - SEPTEMBER 2011 – OCTOBER 2014

- Worked with maintenance planners, suppliers, and freight companies to secure labor and materials in a timely and cost-effective manner.
- Negotiated pricing, terms, shipping, and any discrepancies on invoices with vendors.
- Worked with warehouse personnel to ensure parts are received and stock inventory met operational needs.
- Quoted out parts to a variety of vendors to find the highest quality, lowest cost materials possible.
- Investigated discrepancies between purchase orders, vendor agreements, and vendor invoices.
- Accurately documented file detail so that team members know the status of acquisition of materials or invoicing.
- Worked with warehouse staff to ensure that inventory is at proper minimum and maximum levels.

Purchasing Expeditor

Delta Corporation - 2010 – 2011

- Ordered all materials for each job, checked materials in and added then to inventory then checked out property length Accomplishments I started out .
- Customer service and management.
- Purchased trim for the manufacturing of Jeans Levis, Anchor Blues and major other brands.
- Issued p.os to vendors, order follow up, receipts, inventory control and various other duties as needed.
- Assisted buyers in preparation of commodity orders and bids, and expedited their orders as necessary.
- Operated daily operations of tracking omitted parts from purchase orders using internet, fax machines and phones to secure shipping dates.
- Quality Check of purchase orders from Buyers prior to Vendor submittal Followed up with Vendors on past due purchase orders Expedited power supplies .

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EDUCATION

- BS in Finance - 2001(University of Wyoming - Laramie, WY)

SKILLS

Logistics, Warehouse, Supply Manager.