



<https://eastman.com.ph/job/purchasing-specialist/>

Purchasing Specialist

Description

Responsible to support the organization through handling interaction, liaising with suppliers, placing orders, providing estimated arrival times, and preparing reports in support to the strategic goal of the company.

Qualifications

- Candidate must possess at least a Bachelor's Degree in Supply Chain Management or a Certificate Course in Procurement or its equivalent work experience.
- Minimum of one (1) to two (2) years of working experience handling purchasing/procurement transactions.
- Must have excellent attention to detail as well as the ability to maintain and update computerized purchasing records.
- Work closely with the sales department and inventory section to gather and submit orders or work across the entire organization.
- Create and place purchase orders to suppliers and confirm delivery date, quantity ordered, and the price is correct.
- Report late or missing ordered items from shipments or to report damaged goods.
- Collaborate with inventory analyst to determine what and when to place replenishment orders.
- Highly proficient in using MS excel particularly V-look up a Pivot.
- Perform other tasks that may be assigned by his/her immediate superior.

Hiring organization

Eastman Industrial Supply Inc.

Employment Type

Full-time

Job Location

One Park Drive Building, 11th Drive, corner 9th Ave, Taguig, 1630 Metro Manila, Philippines

Date posted

July 11, 2023