



**Code:** 2550

**Title:** Procurement Specialist

**Location:** Northridge, Ca

**Department:** Warehouse

**Description:** The Procurement Specialist will assist The Director, Procurement and Warehouse Management in leading Company procurement efforts to efficiently and effectively enable departments/business units to maximize the value they receive from suppliers to meet their objectives. The Procurement Specialist is responsible for sourcing equipment, goods and services and managing vendors. This position will assist in determining reliable and cost-effective strategies to deliver the materials, equipment, supplies, and services to the business operations of HemaCare. This position works closely with Operations, Sales and Finance.

**Responsibilities:**

- Maintain records of goods ordered and received.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Review purchase order claims and contracts for conformance to company policy.
- Participate in the development of specifications for equipment, products, or substitute materials.
- Resolve vendor or contractor grievances and claims against suppliers.
- Represent the company in negotiating pricing and formulating policies with suppliers.
- Participate in the review, evaluate, and approve specifications for issuing and awarding bids.
- Administer on-line purchasing systems.
- Arrange for disposal of surplus materials.
- Review incoming purchase requests to ensure compliance with all requirements.
- Place purchase orders for inventory supplies as required per departmental requests and to ensure the maintenance of established par levels.
- Organize documents to ensure complete support of submitted orders to placement to receipt.
- Perform receipt of goods and departmental transfers of supplies within Microsoft Dynamics GP Purchasing module.
- Will assist with the month-end close and ensure that P&W month end checklist procedures are completed in compliance with the Finance closing calendar.
- Provide purchasing support including following established purchasing authority guidelines for non-inventory purchases.
- Investigate and resolve receiving or item transfer errors.
- Perform item master maintenance transactions in all required databases and systems.
- Maintain positive relationships with supply and service vendors.
- Schedule and maintain records of equipment service as needed.
- Provide inventory and warehouse support as needed.
- Assist the Procurement and Warehouse Management Director with projects as needed.



**Supervisory Responsibilities:** This position has no direct supervisory responsibility

**Requirements:**

- Must have a working knowledge of business principles, processes, and office protocol.
- Strong knowledge and understanding of purchasing procedures.
- Ability to work independently and as part of a team.
- Excellent time management and organizational skills.
- Self-motivated, proactive, and detail oriented.
- Highly effective and persuasive written and oral communication skills.
- Strong prioritization skills and the ability to reprioritize and adapt as needed.
- Discretion in handling HIPPA information, confidential and sensitive matters.
- Ability to multi-task.
- Excellent Customer Service
- Must wear Personal Protective Equipment (PPE) when performing tasks that may expose to bloodborne pathogens, waste, infectious material, dry ice and liquid nitrogen or as required per policy.
- Must use proper safety equipment and lifting techniques.

**Education, Experience and Licensure**

- Bachelor's degree preferred or equivalent experience required.
- Five years' recent experience in a purchasing environment required.
- Previous materials management experience is required.
- Strong functional understanding and working knowledge of Microsoft Dynamics Great Plains 2016, specifically the Inventory Tracking and Inventory Management modules are preferred.
- Ability to have a functional understanding of ERP/MRP systems is a plus.
- Knowledge of handheld bar-coding for Microsoft Dynamics Great Plains 2016 is a plus.
- Ability to use reporting tools and interpret results is required.
- Knowledge of MS Office applications including strong Excel skills is required.
- Ability to quickly learn new software programs as needed.
- Uses computer and keyboard with reasonable fluency

**Pay Range:** BOE

**Posted Date:** 6/27/2019

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*We celebrate diversity and are committed to creating an inclusive environment for all employees.*