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	<i>TITLE – Purchasing Specialist</i>	<i>Revision No.: 01</i>	<i>Revision Date: 10/11/21</i>

## **Purchasing Specialist**

The Purchasing specialist has the responsibility of building, managing, and retaining relationships with vendor and suppliers. Researching and identifying prospective suppliers.

The P S also resolves, receives, invoice or inventory discrepancies. Coordinate shipments and receipts of our vendors always maintaining the relations with clients by delivering quality services and exceeding their expectations.

### **Specific responsibility and authority:**

- Data entry of inventory adjustment daily
- Data entry for requisition daily
- Classify the items received by boat and /or for stoking
- Clean the stockroom daily
- Provide the customers with the invoice they requested
- If the customer is paying with credit card, handle the card to purchasing department
- Request a list of the boats/ vessels we currently have and the life cycle of the boat from services
- Provide the quotes for approvals to the accounting department or to the CEO directly
- Make sure the numbers and part coding are correct to process the requisition

### **Education and/or Experience:**

- 1-3 years previous purchasing experience preferred.
- Knowledge of yacht facilities and boat systems is a plus
- Domestic drydock experience preferred.
- Strong understanding of inventory control.

### **SKILLS AND ABILITIES:**

- Computer skills: Word and Excel
- Ability to repair marine equipment on site under adverse conditions.

- Ability to understand and execute complex oral and written instructions.
- Ability to work independently with minimal or no guidance, self-motivated, initiative driven.
- Strong leadership qualities and ability to work in an ever-changing environment.
- QuickBooks is a plus