



Job title	<i>Purchasing Analyst</i>
Reports to	<i>VP Operations</i>

Job purpose

The Purchasing Analyst has the primary responsibility for placing orders for materials and services for all of Seno. S/he identifies vendors, obtains quotes, checks purchase requisitions for completeness, creates purchase orders, and acts as a gatekeeper to ensure corporate purchasing procedures are followed. The Purchasing Analyst also analyzes historical purchasing data, as directed.

Duties and responsibilities

- Thoroughly understand and implement the corporate purchasing procedures.
- Review purchase requisitions and place purchase orders.
- Resolve discrepancies and expedite orders, as needed.
- Assist Seno staff in finding the best vendors and negotiate the best price and terms. S/he must try to satisfy Seno staff, but the first concern is the protection and advancement of Seno's interest in the short and long term.
- Inform VP Operations of problems and activities, as requested.
- Analyze and evaluate performance of existing and proposed vendors, preparing reports as required, and recommending new vendors.
- Recommend and create the most efficient and beneficial supply chain policies and procedures.
- Assist with value analysis projects.

Qualifications

- BS in business related field
- 7+ years experience in purchasing
- Detail oriented
- Excellent communication skills
- Proven ability to learn new computer systems quickly and thoroughly
- Ability to hold firm adherence to policies and procedures