Specialist – Procurement

Region: Corporate
Division: Corporate
Sales Center: Birmingham
Department: Procurement
Shift: Monday – Friday 8:00 – 5:00

Summary Job Statement

Successful candidate will be responsible for basic procurement support activities in an SAP Enterprise Resource Planning (ERP) environment, with a software solution that is currently being implemented company-wide at a $2.5 Billion company. Ongoing activities will include working to support the full Procurement Team on various routine and special programs. Routine work activity will require strong PC skills and some familiarity with basic SAP applications. Must be able to utilize all primary Microsoft Office software, take direction on assigned tasks, work independently and efficiently, and communicate professionally with internal customers and outside suppliers.

Responsibilities

- MS Excel spreadsheet creation and analysis work.
- SAP / CONA – supplier maintenance, order management, and contract modules.
- Internal and external data collection and report formatting.
- Issue resolution with AP and suppliers.
- Communication with team, internal customers, and outside vendors.
- MS PowerPoint, MS Word, and PDF document work.
- Other duties as assigned.

Minimum Qualifications/Requirements

- Bachelor's degree (B. A.) from four-year College or university; or 1 to 4 years related experience and/or training; or equivalent combination of education and experience.
- Intermediate capability with Microsoft Excel, and basic Microsoft Word and PowerPoint.
- SAP exposure, or similar complex software experience.

Additional Comments

Successful candidates with our company must pass a drug screen and background check. (MVR/DOT Physical, if applicable)