
Purchasing Administrator Resume

Job Objective

Looking for work within your organization as a Purchasing Administrator so as to help you advance as a business as well.

Highlights of Qualifications:

- Remarkable experience managing with external suppliers and internal departments
 - Huge knowledge of accounts and finance
 - Deep knowledge of Microsoft office suite applications
 - Wide knowledge of JD Edwards E1 requisitioning process
 - Familiarity with IT hardware, software and services terminology
 - Amazing ability to grasp IT systems entry process
 - Outstanding ability to expedite purchasing paperwork process
 - Superior communication and organizational skills
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Professional Experience:

Purchasing Administrator
Frontline Source Group, Mattoon, IL
November 2007 – Present

- Administered company and consigned inventory usage.
- Resolved product non-conformance.
- Transformed Orders to Invoices.
- Managed Deliveries in Dallas Market.
- Handled materials and coordinated about product information.
- Formulated purchase orders, sales orders and packing slips.

Purchasing Administrator
Constar International Inc., Mattoon, IL
December 2003 – October 2007

- Managed administrative programs and office supplies.
 - Updated computer systems with purchase orders.
 - Aided transfer of purchase order information.
 - Monitored open orders and invoices.
 - Formulated Requests for Quotation and bid summary sheets.
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Education:

Bachelor's Degree in Supply Chain
Birmingham Southern College, Birmingham, AL

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