General Description
Serves as a first-line contact person who assists shoppers, requestors, and approvers with the daily Panthermart processes, and approves Panthermart non-catalog orders for a variety of goods and services.

Examples of Duties
- Provides feedback to customers regarding Purchase Orders.
- Receives, reviews, and processes requests for goods and materials.
- Enters requisitions into the Panthermart purchasing system as needed.
- Serves as the subject matter expert for Panthermart.
- Provides advice, training, and departmental assistance in the processes associated with Panthermart.
- Approves Panthermart non-catalog orders for a variety of goods and services.
- Works with the Spectrum office and vendors to add new vendors to Panthermart.
- Maintains current product information for contracts, mandatory sources, and open market purchase orders.
- Updates prices and product data as needed.
- Issues and maintains agency contracts.
- Files all procurement related documents.
- Assists faculty and staff in procuring required materials and equipment by supplying product information, pricing, and/or alternate items and sources.
- Reviews and prepares diversity utilization reports as needed.
- Communicates with suppliers to schedule or expedite deliveries, resolve shortages, missed or late deliveries.
- Reviews requisition orders to verify accuracy, terminology, and specifications.
- Provides quality customer service and training to end-users.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of professional level purchasing practices and procedures.
- Knowledge of University policies and procedures for purchasing.
- Knowledge of various products and services.
- Effective communication skills.
- Effective organizational skills.
- Ability to interpret contractual documents.

Minimum GSU Hiring Standards
High school diploma or equivalent and six months of related experience; or a combination of education and related experience. Associate degree preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.