# **AtlantiCare**



## **Procurement & Supply Chain**

## **Buyer I**

### **Key Duties**

- Ordering stock or non-stock hospital supplies
- Processing requisitions
- Product research
- Data entry
- Follow up on back orders
- Vendor selection
- Maintaining up-to-date information on products

#### **Key Learnings**

- Supply Chain Services functions and procedures
- Communication and customer service skills
- Data entry and maintenance
- Critical thinking skills
- Process management