

Purchasing Coordinator Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. What is the key to success when communicating with the public.
3. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
4. Would you consider analyzing data or information a strength? How so?
5. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
6. Provide an example when your ethics were tested.
7. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
8. How do you effectively estimate value, determine grade, and locate disease/damage of products?
9. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
10. Tell me about your last experience purchasing products. What methods did you use?