

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?
11. Tell me about your last experience purchasing products. What methods did you use?
12. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
13. Please share an experience in which you presented to a group. What was the situation and how did it go?
14. Tell me about a contract you successfully negotiated. How about a negotiation which was less successful?

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15. Tell me about a contract you successfully negotiated. How about a negotiation which was less successful?
16. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
17. Share an effective method you have used to arrange for processing and resale of products.
18. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)
19. Tell me about your last experience directing personnel working with products. What made you a successful director?
20. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?