

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?

21. Name a time when your patience was tested. How did you keep your emotions in check?

22. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

23. Share an experience in which you successfully arranged for transportation and/or storage of products. Which methods led to your success?

24. Share an experience when you applied new technology or information in your job. How did it help your company?

25. How do you accurately determine product types and quantities needed for purchase?

26. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

27. Provide a time when you dealt calmly and effectively with a high-stress situation.

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28. What is the current state of records you maintain? What is one thing you are trying to improve?

29. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)

30. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)