

Purchasing Coordinator Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. Tell me about your last experience organizing and locating inventory. How much experience do you have with spreadsheet and word processing software?
3. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
4. Share an experience when you applied new technology or information in your job. How did it help your company?
5. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
6. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
7. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
8. Tell me about a negotiation you made which you were happy with. How about one you were unhappy with?
9. 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.)
10. Please share an experience in which you presented to a group. What was the situation and how did it go?