

Procurement Assistant Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.

2. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

3. Tell me how you organize, plan, and prioritize your work.

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

5. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

6. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

7. Share an experience in which you successfully prepared and sent purchase orders.

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

9. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

10. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

11. Please share an experience in which you presented to a group. What was the situation and how did it go?

12. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

13. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

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14. Provide an example when your ethics were tested.

15. Would you consider analyzing data or information a strength? How so?

16. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

17. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

18. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

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

20. 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.)

21. Provide an experience in which you determined if inventory quantities were sufficient for needs.

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

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

24. Share your experience performing buying duties.

25. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

26. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

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27. Share an experience in which you reviewed requisition orders.

28. Provide an experience in which you effectively kept contact with suppliers to schedule deliveries and resolve problems.

29. What is the most challenging part of budgeting for you?

30. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)