

Buyer & Sourcing Analyst

BUYER: Sources and purchases machinery, equipment, tools, raw material, packaging materials, parts, services and/or supplies necessary for operation of an organization. Compiles and analyzes statistical data to determine feasibility of buying products and to establish price objectives. Compiles information to keep informed on price trends and manufacturing processes. Confers with suppliers and analyzes suppliers' operations to determine factors that affect prices and determines lowest cost consistent with quality, reliability and ability to meet required schedules. Reviews proposals, negotiates prices, selects or recommends suppliers, analyzes trends, follows up orders placed, verifies delivery, approves payment and maintains necessary records. May prepare bid packages. SOURCING ANALYST: Applies standard purchasing/procurement methodology to indirect spend categories to achieve organizational objectives, best value for the enterprise and achievement of target return of investments (ROI). Works very closely with internal clients to: identify sourcing needs, conduct buy/market profiles and define acceptable service levels. Develops sourcing strategies; solicits/analyzes request for proposals; negotiates contracts and coordinates supplier integration plan with internal client. Establish a supplier relationship management process with continuous improvement goals/programs. Monitors market dynamics and communicates changes that affect internal client needs.

Level 1		Level 2		Level 3		Level 4	
Buyer & Sourcing Analyst I		Buyer & Sourcing Analyst II		Buyer & Sourcing Analyst III		Sr. Buyer & Sourcing Analyst	
Knowledge	Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts, and principles.		Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.		Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization.	
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	
Discretion/Latitude	Work is closely supervised. Follows specific detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment. Expedites delivery due to changing requirements.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.	
Liaison	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.		Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives. Maintain relationship with appropriate sources to obtain market data and trends.	
Work Products (Examples may include but are not limited to)	Prepare proposal requests, consistent with the requirements of the contract. Develop new sources of supply based on quality product, on-time delivery and competitive pricing. Solicit and award purchase orders consistent with the requirements of the contract.	Prepare proposal requests consistent with the requirements of the contract. Develop new sources of supply based on quality product, on-time delivery and competitive pricing. Solicit and award purchase orders consistent with the requirements of the contract.		Prepare proposal requests, consistent with the requirements of the contract. Develop new sources of supply based on quality product, on-time delivery and competitive pricing. Solicit and award purchase orders consistent with the requirements of the contract.		Prepare proposal requests consistent with the requirements of the contract. Develop new sources of supply based on quality product, on-time delivery and competitive pricing. Solicit and award purchase orders consistent with the requirements of the contract.	

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Minimum Education and Experience	1+ years of directly related experience with a Bachelor's Degree in Supply Chain, Business Engineering or a related field. Basic MS Word, PowerPoint and Excel skills. Some knowledge of Contract Law and other Procurement regulations.	3+ years of directly related experience with a Bachelor's Degree in Supply Chain, Business, Engineering or a related field. Intermediate MS Word, PowerPoint, Excel and MRP system skills. Knowledge of Contract Law and other Procurement regulations.	6+ years of directly related experience with a Bachelor's Degree in Supply Chain, Business, Engineering or a related field. Masters or Advanced degree preferred. Advanced MS Word, PowerPoint, Excel and MRP system Skills. Knowledge of Contract Law and other Procurement regulations.	10+ years of directly related experience with a Bachelor's Degree in Supply Chain, Business, Engineering or a related field. Masters or Advanced Degree preferred. Advanced MS Word, PowerPoint, Excel and MRP system Skills. Knowledge of Contract Law and other Procurement regulations.