

Buyer: Buyer III

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.

Knowledge

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.

Problem Solving

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion/Latitude

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.

Impact

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.

Liaison

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.

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.

Minimum Education and Experience

6+ years of directly related experience with a Bachelor's Degree in Supply Chain, Business or a related field. Advanced MS Word, PowerPoint, Excel and MRP system Skills. Knowledge of Contract Law and other Procurement regulations.