

JOB DESCRIPTION

BUYER (or PURCHASING AGENT)

Reports to and Supervised by: Purchasing Manager

Major Responsibilities:

It is the responsibility of the Buyer to work with a minimum of direction or supervision to accomplish all of the duties delegated by the Purchasing Manager.

A Buyer has the responsibility to know the accepted business purchasing methods and know the purchasing policies and procedures of this organization. It is the responsibility of the buyer to conduct all business in accordance first with the policies and procedures of this organization, but if a subject is not covered by those policies and procedures then to act in accordance with the best business purchasing standards as currently practiced or as directed by the Purchasing Manager.

It is the responsibility of the Buyer to know or quickly learn enough about all the products and services with which he or she will transact business and to buy those products or services with the most favorable terms and conditions. The Buyer must become familiar with the people in this organization with whom transactions will be conducted and to know enough about the business and products of the organization to convey any unrestricted and required information accurately to suppliers.

The Buyer is responsible to know about the industry with which he or she deals. That knowledge should include who the major suppliers are, the economic status of those suppliers and the industry, and current and expected developments within the industry.

The Buyer is responsible to help other department personnel determine the most suitable product or service to meet their needs considering the objectives of the entire organization.

It is the responsibility of the Buyer to find the best source to meet this organization's objectives, to negotiate the most favorable agreement possible, and to prepare the documentation for that agreement in accordance with all laws and so that the agreement protects this organization's interest.

It is the responsibility of the Buyer to follow-up or expedite orders to see that they are delivered as scheduled.

It is the responsibility of the Buyer to resolve discrepancies or negotiate settlements to the best possible long-term advantage of this organization.

Authority and Limitations of Authority:

A Buyer may place orders with his or her own signature for approved sources up to \$5000 for new items or up to \$10,000 for items previously sourced to the same supplier. Negotiations within the Buyer's assigned product responsibility may be conducted but no commitment should be made without the approval of the Purchasing Manager. All orders above \$10,000 must be signed by the Purchasing Manager.

Duties of the Buyer:

1. Check requisitions for completeness and clarity. Obtain necessary missing information where required. Diplomatically instruct requestors of material or specifiers on what data is necessary to obtain a good product or proper service.
2. Shop for the best sources.
3. Obtain and analyze bids in accordance with established policies and procedures.
4. Prepare purchase orders or other agreements as necessary and check them for accuracy and completeness before issuing.
5. Review acknowledgements for agreement with purchase orders and resolve any discrepancies with the supplier to the best possible advantage for this organization.
6. Follow-up or expedite orders as necessary to meet schedules.
7. Keep the Purchasing Manager informed of all activities or problems and submit reports as requested by management.