Job Description

Job Title: Senior Buyer
Reports To: Materials Manager
Department: Materials

Summary: Directs and coordinates activities of personnel engaged in purchasing and distributing materials, equipment, and supplies in an organization by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Plans, organizes, directs, and controls activities related to the procurement function.

Organizes, supervises, and directs the work of storeroom and central supply personnel engaged in receiving, issuing, and delivering supplies and equipment.

Prepares instructions regarding purchasing systems and procedures.

Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports.

Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service.

Designs, implements, manages, and monitors procurement reporting systems to meet company requirements.

Recruits and maintains suppliers that provide high quality products and services at a better price while maintaining the highest code of ethics and conduct.

Prepares and issues purchase orders and change notices.

Reviews purchase order claims and contracts for conformance to company policy.

Prepares and reviews contracts, bids, proposals, and vendor agreements for legal correctness, price, and acceptability of items to specifications.

Oversees all activities related to procurement of a commodity, from intent to purchase through delivery of commodity.

Assigns procurement requests to the appropriate personnel.

Negotiates or supervises the negotiation of complex requests for equipment, supplies, and services from suppliers and subcontractors.

Develops and installs clerical and office procedures and practices, and studies work flow, sequence of operations, and office arrangement to determine expediency of installing new or improved office machines.

Arranges for disposal of surplus materials.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience:

Bachelor's degree from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word processing software; Microsoft Excel spreadsheet software and Plex manufacturing software

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to vibration.

The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.