

HOSE MASTER POSITION DESCRIPTION

POSITION TITLE:

Buyer I

REPORTS TO:

Sourcing Manager

POSITION SUMMARY

The purpose of this position is to assist in all purchasing functions for the Company, including basic purchases of inventory, office and shop supplies, MRO items, and other procured goods; tracking and expediting purchase orders; research and troubleshooting issues; and recommending sources of items to those involved in the procurement process.

PRIMARY JOB RESPONSIBILITIES

- Assist in soliciting bids for purchases, to ensure cost-effective use of departmental budgets.
 - Investigates issues related to procurement functions including inventory levels, cost/price validation, accuracy in receiving and accounts payables, and follow-ups of late purchase orders.
 - Follows department guidelines and standardized and specialized bid specifications through researching and analyzing information to determine product and/or service needs and availability, as required.
 - Maintains vendor relationships.
 - Executes purchase orders upon direction of senior purchasing teammates
 - Processes and approves requisitions as required within authorized limits. Ensuring that expenditures are properly authorized, documents are properly completed and the terms and conditions of purchases are appropriate. Assures verbal/written quotes are obtained where necessary.
 - Assures that department records are maintained and that purchases are followed up or expedited when required.
 - Interacts closely with operational and finance staff to ensure that the organization business objectives are met, and that goods/ services are purchased effectively through approved sources in a timely manner.
 - Ability to schedule and prioritize bid projects
 - Performs other related duties as required.
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QUALIFICATIONS

- BA/BS preferred, however, previous purchasing experience in an industrial manufacturing environment will be considered.
- Ability to perform a variety of basic to complex purchasing, and accounting work involving use of independent judgment with accuracy.
- Ability to prepare bid specification for a large diversity of items.
- Ability to learn new Purchasing software applications and to be able to explain to and train others on the applications.

- Have a working knowledge of Excel, Word, Access and other software programs related to purchasing, operations and financial functions.
 - Ability to maintain cooperative, positive working relationships with all co-workers and vendors.
 - Ability to detect errors in system output and troubleshoots problems involving inconsistent or inaccurate information.
 - Ability to communicate effectively with others.
 - Ability to effectively present information and respond to questions.
 - Ability to multi-task and establish priorities.
 - Ability to operate a variety of office machines, such as a typewriter, copier, calculator, telephone, etc.
 - Ability to utilize mathematical formulas; add and subtract totals, multiply and divide with great accuracy, determine percentages and utilize statistics.
 - Ability to read, analyze and interpret a variety of informational documentation, directions, instructions, and methods and procedures related to purchasing functions.
 - Ability to read, comprehend and transfer knowledge from technical manuals.
 - Knowledge of the policies, procedures, and activities of the Company, as they pertain to the performance of duties relating to the position.
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COMPETENCIES

- Attention to detail
 - Communication
 - Values, Trust and Integrity
 - Analysis and Problem Solving
 - Decision Making
 - Planning and Organizing
 - Time Management
 - Sense of Urgency
 - Customer Focus
 - Quality
 - Team Effectiveness
 - Coaching
 - Business Knowledge
 - Computer Skills
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PHYSICAL REQUIREMENTS

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. While performing the duties of this job, the employee is frequently required to sit, stand walk, talk and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. Duties may take the incumbent onto the shop floor for extended periods of time to resolve issues or locate/coordinate orders. Specific vision abilities required by this job include close vision and the ability to adjust focus.