

JOB DESCRIPTION

Senior Buyer

DEPT NAME:	Corporate Support Services	FLSA:	Exempt
DEPT #:	000075	JOB CODE:	701451
DATE APPROVED:	May 2, 2019	SALARY BAND:	E4

Job Purpose

The Senior Buyer is responsible for processing high dollar/high risk goods and services for locations nationwide ensuring quality of materials and competitive pricing. Processes bids, purchase orders and other purchasing transactions. Negotiates with vendors and awards contracts. Researches, develops and implements proactive buying strategies, primarily for IT related transactions.

Essential Job Duties & Responsibilities

- Identifies, researches, evaluates and selects suppliers that meet the organization's standards for price, quality, timing, and reliability.
- Solicits bids for high dollar/high risk IT goods and services and processes associated purchase orders.
- Negotiates prices, specifications and delivery dates with vendors. Awards contract to best bid.
- Creates request for quotations and proposals forms for materials and services. Sends forms to vendors.
- Creates and implements proactive buying strategies and cost reduction plans to ensure adequate inventories.
- Mentors and trains less experienced staff. Trains staff on online requisitions system.
- Develops and implements process improvement strategies.
- Maintains communication between supplier, IT department and management.

Other duties

- May assist with department workflow.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Broad knowledge and understanding of purchasing principles, practices and procedures.
- Broad knowledge of MS Word, Access and Excel and department specific software.
- Excellent negotiating skills.
- Excellent customer service skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Ability to make sound business decisions without supervision.
- Ability to solve problems creatively.
- Must be detail oriented, organized and able to multi-task.

Education and Experience Required

- Bachelor's Degree or equivalent experience required.
- 5 – 8 years relevant work experience.
- 3 – 5 years experience in an IT purchasing role.

Certifications, Licenses, Registrations Required

None

Certifications, Licenses, Registrations Preferred

Certified Professional in Supply Management (CPSM) within 1 year of hire.

Job Level that this position reports to (i.e., Supervisor, Manager, Director, etc.):

Director or above

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel so classified.