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# Example of Buyer, Senior Job Description

Our company is growing rapidly and is looking to fill the role of buyer, senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for buyer, senior

* Drive and interpret competitive analysis by category, channel, size and climate
* Drive assortments for balance and adherence to strategic financial objectives
* Drive assortment plan process, lead Open-to-Buy (OTB) process and present with Planning
* Provide commercial support to project teams on project commencement
* Attend project meetings and obtain required information and clarifications to close project procurement
* Assemble procurement packages for tender in conjunction with project team
* Ensure technical submittals & approvals to facilitate project procurement are in place
* Lead the negotiation process, driving closure on package agreements to include T's & C's
* Liaise with the project teams to improve demand planning
* Assist and implement category management process improvements

## Qualifications for buyer, senior

* Drive improvements in supplier price management and performance
* Assist in implementation in lean process procurement methods
* Work as an integral part of the procurement team
* Assist in implementing group procurement strategy
* Ensure all practices and documentation in place comply with QA processes
* 5+ Years' Experience working in the Engineering, Mechanical & Electrical or building services industry