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# Example of Buyer, Senior Job Description

Our growing company is hiring for a buyer, senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for buyer, senior

* Monitor market prices and availability trends and investigate new sources of supply to maximise the contributions of Purchasing to the profitability in line with business
* Negotiate costs of goods and services, the performance of the suppliers
* Evaluate and select new suppliers
* Work with other departments to ensure continuous improvements on our supply base
* Ensure supply agreements are in place for key supplier contracts
* Working with Suppliers and requestors to minimise and resolve supply chain issues
* Reviews purchase requisitions, checks for completeness and approvals
* Prepares requests for quotation and send them to selected vendors/suppliers
* Contacts vendors to obtain product or service information such as price, availability and delivery schedules
* Estimates values according to knowledge of market price, checking previous item prices and quotations

## Qualifications for buyer, senior

* Cognitive Skills) Works on problems of moderate scope where analysis of situations or data requires a review of identifiable factors
* Influence/Leadership) Cultivates a wide range of internal networks and begins to develop an external network of resources to facilitate completion of tasks
* Strong Project Management, Business analysis and reporting expertise
* Good at Vietnamese and English
* Excellence skill at Negotiation, Business Mindset, Result Oriented and Project Management
* Develops and negotiates long term contracts and agreements