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# Example of Buying Assistant Job Description

Our innovative and growing company is looking to fill the role of buying assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for buying assistant

* Manage Outlook calendar and set up meetings and appointments for the department head
* Handle phone calls and messages and maintain call log for the department head
* Secure and confirm conference room availability for large meetings
* Create excel spreadsheets and manage projects
* Work proactively with all internal and external departments
* Organize paperwork and scan floor plans for department head as needed
* Maintain office supplies – order new supplies as needed, along with mail distribution responsibilities
* Plan team events (volunteer events, lunches, team meetings, holiday party)
* Key purchase orders (New and reorders) in FEDBUY
* Look up purchase orders in Order Receipt Management system

## Qualifications for buying assistant

* Enter attributes
* Generate from internal systems and distribute
* Enter RTV’s and transfers / track and manage (stores and online)
* Support the assistant buyer for order tracking when Senior Assistant is not available
* Time management and organisational skills, a talent for communicating and a team player are crucial to succeed in the role
* Ability to manage multiple tasks under strict deadlines