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# Example of Commodity Buyer Job Description

Our company is growing rapidly and is looking for a commodity buyer. 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 commodity buyer

* Realize cost savings and supply base management goals
* Visit supplier’s facilities to assess ability, machines, and capacity
* Place quick turnaround purchase orders
* Execute to MRP Planning messages for Production parts
* Follow up with suppliers to meet committed delivery dates
* Provide regular feedback to suppliers to improve long term and short term performance
* Resolve purchase order discrepancies that lead to invoice blockages and late delivery
* Drive design for manufacturability reviews with support from Supplier Quality and Engineering
* The evaluation and negotiation of offers
* Negotiating the best conditions in terms of total cost of ownership and terms and conditions

## Qualifications for commodity buyer

* Bachelor’s Degree in business, chain management, or a related field required
* Substantial experience working with foreign currencies, customs, and duty rates
* Must be able to represent VCE professionally and effectively in all dealings with suppliers
* Minimum 3 years experience in a similar role, in an automotive environment
* Must be proficient with Microsoft office package
* Ability to function in a diverse, fast paced work environment