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# Example of Operations Buyer Job Description

Our growing company is looking for an operations buyer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operations buyer

* You will use data to make decisions
* You will proactively manage all PO-based invoice exceptions to conclusion, making sure of order compliance and pricing strategies
* You can think on your feet and negotiate on current issues as directed by the Supply Management leaders
* You work closely with suppliers
* You will have a proven track record of executing on key deliverables
* Packaging Wood/Disposable/Plastic/Metal
* Process Purchase Orders / Service Orders based on material, service requisitions, change orders and / or amendments
* Conduct and lead general contract/purchase order development process and ensuring that contract Terms and Conditions are appropriately applied
* Adhere to best practices in conducting sourcing activities
* Aid in effective management of suppliers including expediting, logistics coordination and invoice resolution process as necessary

## Qualifications for operations buyer

* May be required to occasionally lift up to 50 lbs
* Higher education, technical or economic preferred
* Initial experience in purchasing would be valuable
* Strong team player and willingness to share best practices and learn from others
* Bachelor’s degree in finance, supply chain, procurement, or a related degree program
* At least three (3) year relevant experience in procurement/purchasing handling indirect materials, preferably for Maintenance, Repair and Operations (MRO)