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# Example of Project Buyer Job Description

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

## Responsibilities for project buyer

* Evaluate cost data, work diligently to identify cost saving opportunities
* Constantly strive for process improvement opportunities internally, with the Supplier base, focussing on business ‘Best Practice’ initiatives
* Supports the Project Procurement Manager in the acquisition of engineered equipment and/or bulk materials
* Participates, under minimum supervision, in broad assignments requiring originality and ingenuity
* Issues Request for Quotation (RFQ) for engineered equipment and/or bulk materials and prepares the commercial bid analysis of proposals received
* Negotiates pricing, payment terms, terms and conditions of purchase and issues Purchase Orders in accordance with schedule constraints
* Works closely with other disciplines, such as engineering, expediting, source inspection, transportation and materials management, to meet project requirements
* Maintains awareness of current and future market conditions and the probable effect on the supply and prices of equipment, materials and/or services
* Provides timely, effective and efficient status reports on work in progress
* Performs other related duties as assignment by management

## Qualifications for project buyer

* Carry out a sense of energy, ownership and personal commitment to the work and the overall work environment
* Knowledge of different production methods
* Ability to work in matrix environment with multi-cultural team
* Fluent English at negotiation level, local language is an advantage
* Minimum 5 years in automation tooling, or similar (custom-designed production systems strongly preferred)
* 5 years progressive responsibility and experience as an engineer or scientist