Downloaded from <https://www.velvetjobs.com/job-descriptions/project-buyer>

# Example of Project Buyer Job Description

Our company is looking for a project 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 project buyer

* Prepare presentations, media kits, event materials
* Engineering or technical / Science Bachelor's degree from College or University
* Several years’ experience within the food & beverage equipment or capital project equipment related businesses would be an advantage
* Experience in a project-related SCM environment
* Engagement/liaison skills between suppliers, manufacturers and relevant internal departments and Customers
* General purchasing administration knowledge
* Fluent in Danish & English both written and verbally
* Experience in using MS - Office and ERP tools
* Team player, detail oriented, structured and persistent
* Manage several procurements in different projects at the same time

## Qualifications for project buyer

* NEVI I + II certified
* Bachelor degree, Bachelor of Science in Engineering preferred
* Minimum 7 years of experience from procurement ownership
* Experience working on medium to large size industrial projects
* Understanding and experience of cultural diversity
* Good leadership skills and ability to build and maintain teams and networks