



Example of Buyer, Procurement Job Description

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Our innovative and growing company is searching for experienced candidates for the position of buyer, procurement. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for buyer, procurement

- Accomplish purchasing objectives at the lowest administrative costs
- Ensure standardization among same processes/system within related manufacturing sites
- Allocate vendors for the relevant need, find alternatives for various projects
- Perform RFP, CBA, negotiations (price quotations, terms, quality, delivery dates...)
- Contract negotiations and finalization
- Support internal Departments, facilities, HR and subcontractors domains
- Obtains order acknowledgements to ensure accuracy of order and invoicing
- Awareness of buying trends, market conditions, budgets, materials, policies, suppliers and contracts and bid proposals
- Negotiating new supplier contracts and deals
- Developing internal stakeholder relationships

Qualifications for buyer, procurement

- 1-3 years of relevant working environment, preferably in Procurement and planning background
- Working experience in Procurement in manufacturing environment
- Basic understanding of standard procurement systems and process
- Good communication skills – verbal-nonverbal, displays maturity, drive and self-initiative, conflict management, basic negotiation skills, Strategic

- Strong analytical experience within indirect spend categories