



Example of Buyer, Procurement Job Description

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Our growing company is hiring for a 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

- Receives and processes simple to complex purchase requests
- Must be able to understand, review, negotiate, and maintain various agreement types to include vendor reseller agreements, individual purchase orders, blanket purchase agreements, basic ordering agreements, ID/IQs
- Timely processing and execution of orders
- Ensure Purchases are selected correctly against the commodity codes
- Analyze and manage appropriate inventory levels using forecasts and historical demand information
- Correspond with vendors to place orders, communicate with transportation and warehousing to arrange delivery, and collaborate with customer service, pricing, and sales to ensure appropriate market information is syndicated in a timely manner
- Understand customer requirements (product specifications, quantities, timing, pricing,), and market intelligence to negotiate industry-leading terms and conditions
- Develop/enhance appropriate relationships with suppliers
- Negotiate supply/distribution agreements
- Actively collaborate with key internal stakeholders (including Purina Animal Nutrition, PMI, peers in other Business to Business operations, and Winfield United)

Qualifications for buyer, procurement

- Senior Professional in Supply Management (SPSM), Certified Professional Public Buyer (CPPB), Certified Procurement Manager (CPM), or Certified International Purchasing and Supply Chain Manager (CISCM) status is desirable
- Must be able to obtain and maintain a TS/SCI Polygraph
- Degree Qualification, preferably major in Business Administration, Finance, Management, or Marketing
- A Bachelor's Degree in any field (Masters is an added advantage)
- A minimum of 3 years' experience in Purchasing