



# Example of Indirect Buyer Job Description

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Our company is searching for experienced candidates for the position of indirect buyer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for indirect buyer

- Designs verifies and amends contracts in conjunction with Legal Dept
- May recommend cost saving proposals including make-versus-buy analysis or alternative sourcing
- Generate Cost Savings by negotiating with suppliers or redirecting purchases to preferred suppliers for requisitions where the PAP team is not involved
- Identification of internal users' needs and specification building/alignment for products and services within Indirectcategory
- Analysis and monitoring of market trends within category in order to optimize costs
- Preparation of RFQs, offer analysis, negotiations of prices and commercial conditions with suppliers with all documentation needed according to Purchasing Policy
- Securing products and services from credible suppliers including corporate standards within approved budgets and deadlines
- Supplier base data management
- Participation in contract creation process with suppliers
- Delivering and regular reporting of savings

## Qualifications for indirect buyer

- Use Technical / Functional Expertise (Possesses up-to-date technical knowledge)
- Must have a thorough understanding of the various purchasing functions and

- Proficient in Microsoft Excel and a good understanding of other computer software packages
- Knowledge of Uniform Commercial Code and contract law preferred
- Experience in similar companies
- Fluency in English, both written and spoken, another European language, German, will be an asset