



# Example of Indirect Buyer Job Description

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Our innovative and growing company is looking for an indirect buyer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for indirect buyer

- Manage the sourcing and procurement scope of indirect commodities related to operations sub-contracting, engineering services, consumables, transportation and logistics, temporary labor services, travel, manufacturing works, capital equipment, MRO, construction, site services, Vendor Manager Inventories for consumable used in manufacturing operations
  - Cooperation with internal clients locally and with World Wide Category Managers
  - Supplier relationship management with key vendors
  - Suppliers evaluation and claims management
  - Create/Modify & Administer Supplier Assessment, Qualification, and Certification Program documents
  - Analyze and plans material requirements for both direct and indirect materials to support manufacturing by determining the volume/timing of materials needed
  - Develop stocking strategies for both direct and indirect materials based on customer requirements, supplier lead times, usage
  - Coordinate delivery of materials from offsite warehouses/consignment locations
  - Review operational schedules and coordinate deliveries of materials to support mfg needs
  - Complete routine inventories of indirect materials on a frequent basis to ensure materials are available for use
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- National Diploma in Purchasing, Business Management or equivalent
- Relevant SAP knowledge
- Able to learn new IT-system
- Experience in cost analysis
- Self Management, Self Motivated
- Strong communication skills with internal and external counterparts, also in an international context