



Example of Indirect Buyer Job Description

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Our company is growing rapidly and is hiring for an indirect buyer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for indirect buyer

- Able to make credit decisions within assigned lending authority with ongoing adherence to credit policies legal, regulatory, and financial institution requirements
- Ensures proper stewardship for Procurement Transactions in the Indirect Category
- Place purchase orders with suppliers and performs proper follow up and confirmation
- Review open order reports on a frequent basis, stocking levels, to ensure timeliness of deliveries with proper follow up
- Understanding of international shipping regulations
- Maintain stocking levels of Buy/Resell products according to customer demand
- Place intra-company purchase orders, award bids, and arrange pick up through international transportation portal
- Resolve match exceptions in a timely manner
- Review customer forecasts, hard demand, and trends in manufacturing, sales, distribution, general business conditions and other related areas as required
- Recommend process improvements and develops continuous improvement tools

Qualifications for indirect buyer

- Excellent verbal and written communication skills, teamwork and interpersonal skills, to include the ability to develop high quality working relationships both internally and externally with customers and suppliers
- Bachelor Degree in Business Administration, Finance, Management, or Marketing
- Achieve Cost Savings targets and KPI
- Negotiate supplier contracts, insuring availability of goods and/or services at optimum quality and cost levels
- Provide budget forecast input for area of responsibility