



# 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

- Procurement activities will also include outside services as required
- Manage activities related supplier relations (meetings, documents, feed-back)
- Assist the purchasing manager & buyers in their day-to-day activities
- Assist with analysis of supply chain suppliers and spend
- Perform purchasing activities related to indirect products and services eg
- Support implementation of MyBuy ( MDM, Mybuy, BSG) in UK testing, clean ups ...
- Launch request for quotation with suppliers, negotiating best terms after making supplier selection in line to meet requirement and site objectives
- Negotiate annual site contracts leveraging to achieve highest impact on cost, quality and delivery
- Execute contractual needs through requisitioning, creation, follow up and closure in ERP with periodic supplier/contract performance reviews
- Ensure internal sourcing processes are followed and remain in compliance with corporate requirements

## Qualifications for indirect buyer

- Lead supplier management and continuous improvement activities for assigned commodities
- Independently evaluate, assess and initiate action
- Perform other functions as assigned by superior
- Bachelor in Economics or Engineering

