



# Example of Junior Buyer Job Description

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

## Responsibilities for junior buyer

- Track & drive cycle time reduction with supplier
- Supplier communication related to Vendor Bill Back process
- Communicate and make arrangements with impacted departments in all operational vendor related issues
- Manage & monitor transportation requests
- Supports the Buyer and contributes to the decisions on the product range
- Delegate responsibility to BAA and Assistant Buyer to develop their skills
- Management of any assigned material commodities
- Analyze, manage, and implement actions relating to material requirements that ensure an uninterrupted flow of materials and services for Production using MRP, Pull Indicators
- Anticipate and proactively mitigate risks to material procurement commitments
- Communicate with Richmond team to ensure on time delivery lead time accuracy

## Qualifications for junior buyer

- Self-starter and proactive in driving results
- Excellent at problem solving and decision making
- Must be a Bachelors with 2-3 Yrs
- 3-5 years of procurement experience in a high tech manufacturing environment

- Working with the Global category Manager/ Global Lead Buyers to build relationships and execute actions with preferred suppliers, including negotiations and production of all main agreements