



# Example of Junior Buyer Job Description

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Our 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

- Work with the GBU's to develop and implement strategic sourcing initiatives for the staffing services category
- With the supervision of the Global Category Manager & Global Lead Buyers, lead internal process changes or improvements being part of the action plan or necessary for the optimization of the segment
- Development of synergies bundling the volumes of different countries
- Classification of spend into the right purchasing commodities to enable the correct supplier database evolution
- Manage the discontinuation of suppliers to drive spend through the preferred suppliers according to the purchasing strategy, enabling better payment terms and cost and cash performance
- Obtain detailed stakeholder needs and master data according to Procurement strategy for commodities with small spend
- Organize meetings between the suppliers and stakeholders
- Examines departmental purchase requisitions for completeness and accuracy of provided information necessary for the buying procedure
- Confers with departments with respect to questionable items on the requisition and interprets purchasing procedures to departments
- Local buyer for Procurement cost center

## Qualifications for junior buyer

- Background in Finance, Accounting or Engineering and 2years' experience in

- Solid understanding of negotiations
- Excellent knowledge in SAP/ERP
- Superior English in spoken and written beside the local language
- Good understanding of local regulatory guidelines