



Example of Junior Buyer Job Description

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Our innovative and growing company is searching for experienced candidates for the position of junior buyer. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for junior buyer

- Sourcing/tendering/negotiating (RFP/RFQ) on small tenders
- Accurate and timely execution of operational purchasing tasks (e
- Provide operational SCMS services to internal customers according to company regulations & guidelines within defined KPIs in highest quality and cost efficiency
- Be able to communicate in daily business on a professional level in the languages of customers
- Responsible for data completion in purchase requisition and purchase orders
- Investigate, suggest and work on improvements
- Explain the processes to colleagues and share the know-how with other teams
- Establish, build and expand relationships with existing and potential vendors at multiple levels in the organization
- Researching and prospecting new items requested by our sales staff and managing the implementation of new items
- Obtains price quotations

Qualifications for junior buyer

- Good knowledge of appropriate tools used in purchasing, maintenance and inventory management
- Good Understanding in Organizational set-up
- Self-starter mentality and motivated to work in highly dynamic and changing

- Determination to achieve goals
- Negotiate offers and Issue Purchase Orders