



Example of Junior Buyer Job Description

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Our company is growing rapidly and is looking for a 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

- Collect info for creating new suppliers
- Aggregation/reduction of suppliers
- Manage the relationship with internal customers
- Issue monthly reports
- Management of internal catalogues
- Reminder list for codified articles
- Review invoices for purchased commodities as required by Accounts Payable
- Support the Procurement team on business initiatives to deliver savings and value-add benefits
- Support the Procurement team by proactively producing spend reports and ad hoc reporting requirements, including supplier spend information in advance of negotiation meetings
- Learn about and understand contract terms and conditions and understand when they apply

Qualifications for junior buyer

- Bachelor's degree or up to 2 years of experience in a SCM or purchasing related function
- Previous experience in SCM or purchasing role a strong plus
- Previous experience working in Shared Services business environment for a global company a strong plus
- Strongly motivated to work with autonomy, Engagement, Operational,

- Communication is clearly a key point, Self confident in Human contact, Social relationship
- Capacity to work in team, Team player