



Example of Print Buyer Job Description

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Our company is growing rapidly and is hiring for a print buyer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for print buyer

- Review, understand and communicate project details for assigned print projects
- Directly responsible for a group of materials sourced centrally in North America (direct)
- Responsible for a group of Printed Packaging materials acting quite independently, following very broad policies and directions from the Management
- Developing world-class suppliers that can bring or jointly develop innovative products that will also impact top line growth
- Responsible for the development and maintenance of a supplier base that can generate competitive advantage in Region despite cultural and geographical differences
- The role includes activities in order to design a proper supplier base across the region to keep a relationship with major suppliers that will guarantee access to innovation
- Cost, quality & service, innovation, speed to market, fast roll-out and networking capital improvement are the most important business needs with different focus and prioritisation in the managed portfolio
- Medium level contracting activities involving development and supply of products, intellectual property, third party investments, etc...in order to protect the business and minimise/avoid liabilities
- The role encompasses relationship/networking with other functions such as

- Designs and recommends or decides (depending on spend) the strategy, sourcing and contracting in order to achieve the adequate supplier base that will generate competitive advantage for the operations across the world and while fitting to Regional needs

Qualifications for print buyer

- Highly proficient with MS Office – Excel, PowerPoint, Word
- Teamwork - works well with people in an atmosphere of cooperation and open communication
- 5 to 7 years experience in marketing with specific experience in related production or project management positions for a retailer
- Prior experience working in a creative environment, marketing or agency required
- Ability to provide clear specs for requesting vendor estimates, and to interpret and communicate quotes to internal partners
- Demonstrated ability to manage external vendor relationships