



Example of Print Buyer Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking 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

- Accountable for continuously improving supplier performance including service and quality
- Prepares budget assumptions for managed materials
- Lead negotiations targeting to achieve continuous GM expansion and NWC reduction
- Acts as the major/primary RB contact for the supplier
- Gathers information from sales, customer care, and customers (when necessary) to develop detailed specifications for various print product categories
- Ability to describe specifications from samples provided by sales, customer care, and customers
- Procures finished goods & services for resale, utilizing established vendors and/or contacting new vendors as alternative sources of supply when vendors within strategic sourcing database are not suitable
- Support the RFQ team on regional opportunities as needed
- Works with their regional Central Order Processing (COP) team to resolve various supplier and sales issues/concerns/requests after a P.O
- Works with Sourcing Manager to qualify/request new strategic suppliers

Qualifications for print buyer

- Print and paper specification, bidding and analysis skills

- Mac proficiency with Excel, Outlook, and Acrobat
- Print purchasing, production and press checking experience for in-line web direct mail, offset, large format, and silk screen
- BA / BS degree OR 5+ years of equivalent related work experience