



Example of Print Buyer Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of print buyer. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for print buyer

- Provides industry expertise as needed to support various projects and day to day activity
- Acts as a team lead by supporting, training and mentoring other buyers within the dept
- Provides support for special projects as needed by Sourcing leadership
- Processes large/complex RFP's as assigned
- Collaborates with Sales to provide alternative solutions for customers
- Works with Vendor Relations to address concerns/issues and possible removal of strategic suppliers from our database
- Reviews and analyzes procurement opportunity requirements
- Coordinates purchasing requirements with Manufacturing, Sales and Marketing, and Suppliers
- Has ability to assess, recommend and motivate suppliers in a fast paced environment while establishing and attaining both short and long-term goals with regard to quality, cost, delivery and service
- Intermediate to advanced knowledge of MSOffice, ability to type 35-40 wpm, and ability to adapt quickly to electronic procurement environment

Qualifications for print buyer

- Possess a very high level of attention to detail
- Available to travel occasionally on business

- Monitors and identifies risks and opportunities involved in each sourcing process
- Provide contingency plans to ensure continuity of supply of his/her portfolio of materials
- Accountable for Quality and Service from managed suppliers