



Example of Print Buyer Job Description

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Our company 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

- Applies a broad range of business process improvement skills including inventory analysis, flowcharting, ABC analysis, value analysis, activity based costing and facilitation
- Has the ability to make sound sourcing decisions and when appropriate reject unauthorized requests to source or purchase
- Maintains positive relationships with suppliers and peers
- Makes significant contribution to continuous improvement efforts within the business
- Demonstrates high credibility and sound ethical judgment in conducting business
- Takes a leadership role in promoting safety both internally and with suppliers
- Accepts and responds to other duties as assigned
- Developing concepts & designing materials including newsletters, invitations, advertisements, flyers, vouchers, direct mail, postcards & coupons
- Manage printers to ensure budget and brand is maintained
- Coordinate, design and distribute newsletters

Qualifications for print buyer

- Accountable to meet purchasing budget assumptions for the materials under his/her responsibilities
- Closely follow commodity feedstock information and develops an in-depth

- Works closely with Regional and Factory Supply organisations in understanding needs, objectives and priorities to improve cost, service and quality of materials
- Design, verify and amend contracts in conjunction with Legal Dept
- Act to continuously deliver Gross Margin improvement through COGS optimisation, driving special programs such as X-trim, Squeeze, e-procurement, EROS and exotic sourcing
- Knowledge of various product categories related to custom print manufacturing