



Example of Print Buyer Job Description

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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

- Estimating the time required to complete projects and providing quotes for clients
- Contributing design artwork and ideas to the overall brief
- Demonstrating illustrative skills through rough sketching
- Using innovation to redefine a design brief at minimum cost and time
- Presenting finalized ideas, designs and concepts to clients or account managers
- Responsible for all aspects of quality control on assigned print projects
- Identifies state-of-the-art vendors and fulfillment resources
- Provides accurate estimating and buying of printed materials
- Handles vendor bidding and selection
- Approves billing from vendors for printed materials

Qualifications for print buyer

- 2-5 years related experience in print production or fast paced retail environment
- Ability to prioritize, manage & meet deadlines
- Proven project management skills - must be detail oriented
- Minimum 3-5 years significant custom print purchasing experience
- Ability to maintain a positive and calm demeanor at all times
- Energetic, motivated, willing to learn