



Example of Procurement Buyer Job Description

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Our growing company is hiring for a procurement 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 procurement buyer

- Actively supports use of the electronic purchasing and procurement system (Lawson) and assists in the development of systems and structures to support a highly compliant electronic requisition program in the respective geographic region
- Work on facility commodity procurement (products and services)
- Negotiate, place order, and entries into contract for procurement on required materials to ensure timely delivery at maximum company benefit
- Work with foreign teams to ensure continuity of supply of Quality product
- Monitoring of purchase orders, in accordance with Global TPLM P2P policy and procedures, undertaking all necessary steps to ensure compliance
- Drive on-time delivery for all external purchase
- Receive a purchase request, consult with the requester to develop specifications, make recommendation, identify viable supplier, obtain quote from the appropriate supplier
- Prepare purchase requisition and purchase order if required using the purchasing system
- Maintain accurate and organized purchasing and supplier files subject to audit
- Assist in the follow up and provide information to requesters regarding ordering

Qualifications for procurement buyer

- Experience working with MRP/ERP Systems (preferably NetSuite)
- Business /Purchasing 3rd Level qualification
- Strong attention to detail / Target driven
- Aptitude with analytical tools (ex
- Assist to resolve problems and issues with suppliers involving delivery, quantity, or damage of the item