



Example of Procurement Buyer Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of procurement 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 procurement buyer

- Stay current on contracts and pricing agreements
- Contribute to the proper and timely payment of invoices by communicating with vendors and maintaining communication with Accounts Payable
- Assists in the evaluation and implementation of new products, obtains samples for evaluation, and prepares cost comparisons, as required
- Manage procedures by complying with the Facility Service Agreement
- Ensure the bidding process conforms with requirements
- Continue to develop competent suppliers and review their performances
- Standardize where possible - the items procured
- Ensure that required products and services are purchased at the lowest price possible
- Improve the organization's competitive positioning
- Achieve a harmonious working relationship with other departments within the organization

Qualifications for procurement buyer

- Degree can be substituted for experience requirements if degree is in a related field
- Degree in Business Administration / Finance / Management / Marketing or other relevant discipline
- Knowledge of information technology and programs and services

- Minimum Associate's Degree (Bachelor's Degree preferred) in Agriculture related field
- Sound business acumen and agility in working within a cross-functional environment