



Example of Procurement Buyer Job Description

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Our innovative and growing company is looking for a 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

- Understand cradle-to-grave procurement processes
- Works under and reports to the procurement manager and at this level has no supervisory authority
- Perform purchasing activities as assigned by the Procurement Manager
- Negotiate and work with various internal and external stakeholders to resolve technical, commercial and contracting issues associated with orders
- Oversee supplier qualification process
- May be assigned to handle expediting and customs process from time to time
- Prioritize work daily depended upon urgent and first in first out assignments
- Conducts complex negotiations with suppliers to obtain products at the best quantity and cost in order to ensure end-users needs are met
- Ensures that the items and services are purchased from specified suppliers and are delivered according to agreed terms and conditions
- Solicits vendors for materials, products and services through formal RFP/Qs to include competitive and single/source

Qualifications for procurement buyer

- Excellent Microsoft Office skills to include Excel
- MCIPS qualified or actively studying towards qualification
- Experience of drafting contract service schedules and SLA's

- Manages Indirect material and service categories sourcing activities