



Example of Procurement Buyer Job Description

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Our 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

- Responsible for coordinating sourcing and procurement activities for HR Services and Commercial categories including but not limited to temp labor, recruiting, marketing, advertising, and promotional
- Communication of Best Practices to the e-procurement tool user groups
- To improve procurement process to reduce the cycle time such as using more I-Catalog or simplify the flow or requirement
- Execute moderate to complex procurement transactions for a variety of supplies and services
- Monitor status and expenditure reports of procurement transactions, particularly those for cooperative contracts sourcing and spend, and provide updates and recommendations to management and District staff for sourcing and spend
- Ensure compliance with public procurement regulations and District purchasing process and procedures
- Conduct training and education for District staff, suppliers and external agencies, as necessary, about District procurement processes, policies, programs and goals
- Manage all related commercial, financial & ethical aspects of projects
- Establish & maintain relationships with Finance directors, department directors (plant manager, marketing director, sales director, supply chain director and others), and their teams to ensure understanding of their needs and to facilitate the appropriate level of challenge

Qualifications for procurement buyer

- Solid working knowledge of financial terms, measures and analysis
- Ability to communicate effectively when dealing with internal and external customers and suppliers in writing and orally is a must
- Must possess the ability to build strong relationships with internal IT customers that result in positive support of processes
- Proficiency with office automation software (MS Office Suite, including Excel to review large data sets)
- Self-motivated and results-oriented, including ability prioritize multiple and conflicting demands
- Strong sense of ethics and ability to maintain confidentiality