

Buyer I
Position Description

Department: Procurement	FLSA Status: Non-Exempt
Reports to: Material Manager	Date: 04/11/18

Primary Function:

Individual performs all essential duties to assist other Buyers in the performance of their duties.

Essential Duties and Responsibilities:

- Assist in purchasing materials, supplies and services for the company.
- Enter purchase order data into electronic system.
- Resolve questions, inconsistencies, or missing data with appropriate personnel.
- Files and route documents after entry either electronically or in hard copy to appropriate personnel.
- Responds to inquiries regarding entered data.
- Maintain procurement database.
- May be required to perform Buyer II duties on assigned small dollar Purchase Requisitions on as needed basis.

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

- Associate degree (preferably in a related field such as Business) or three to six months related experience and/or training, or equivalent combination of education and experience.
- Previous buying experience preferred.
- Be a person who is focused on accuracy, adaptability, problem solving, and be able to multitask with shifting priorities.
- Possess strong verbal and written communications skills.
- Have a strong working knowledge of Microsoft Office Suite, and preferred experience with Accounting System and/or Order processing systems, and ability to learn additional software as may be required.

Other Qualifications

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment

The noise level in the work environment is usually quiet – typical of what is generally found in an office setting.