



# JOB DESCRIPTION

**Job Title:** Buyer

**Job Code:**

**G3 Plant:** Corporate

**FLSA Status:** Non-exempt

**Department:** 970

**Reports To:** Purchasing Manager

## **Scope and Purpose:**

Under the direction of the Purchasing Manager, the Buyer reviews material requirements for actual and forecasted sales, and plans and purchases the highest quality material, parts and components, etc. at the most cost effective pricing while meeting delivery requirements, and analyses material requirements to determine when materials will be needed, in accordance with company policies and procedures.

## **Principle Duties and Areas of Responsibility:**

- Run MRP status reports and analyze for adequate levels of material to meet projected production needs.
- Review all purchase or MRP requisitions and order accordingly, ensuring the purchase of the highest quality materials, parts, components, or services at the most cost effective pricing, while meeting delivery requirements.
- Process purchase orders and/or blanket orders needed for materials to meet production requirements.
- Fax, mail, and/or e-mail purchase orders to suppliers.
- Check materials and part shortages and expedite as needed.
- Coordinate with suppliers for materials and parts, ensuring the ability to meet production requirements and quality standards. Assist with sourcing of new suppliers as required.
- Assist with the establishment of supplier managed, or consignment inventories.
- Complete special projects as assigned.
- Participate on cross-functional teams to ensure the continuous, on-going improvement of processes, methods, productivity and quality, while reducing costs.
- Complete and maintain all required paperwork, records, documents, etc.

## **ADDITIONAL RESPONSIBILITIES:**

- May substitute for Purchasing Manager in his or her absence.

## **Minimum Education and/or Experience Qualifications:**

Requires education generally equivalent to an associate's degree from a two year college or two to four years of job related experience and/or training.



# JOB DESCRIPTION

## **Skills and Abilities:**

- Knowledge of standard purchasing procedures and practices.
- Ability to follow and to motivate others to follow standard purchasing procedures and practices.
- Ability to read, interpret, and explain Company purchasing procedures and policies.
- Ability to promote harmonious working relationships with Company staff and outside business representatives.
- Skill in communicating in verbal and written form.
- Skill in recording information accurately.
- Skill in compiling and organizing information.
- Knowledge of inventory procedures and controls.
- Ability to prepare specifications and contracts for a large diversity of products.

**Direct Reports:** None



# JOB DESCRIPTION

## Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

### Physical Activity

On the job the employee must:

- Bend       Sit  
 Squat       Stand  
 Crawl       Walk  
 Climb       Push/Pull  
 Kneel  
 Handle objects (manual dexterity)  
 Reach above shoulder level  
 Use fine finger movements  
 Repetitive movement  
 Other \_\_\_\_\_

Must carry/lift loads of:

- Light (up to 25lbs.)  
 Moderate (25-50lbs.)  
 Heavy (over 50lbs.)

### Physical Ability:

- Vision:                       Good  
 Color Vision:               Normal  
 Hearing:                       Normal  
 Talking/Speech:             Good

### Physical Exposure

On the job the employee:

- Is exposed to moderate or excessive (circle) noise  
 Is around moving machinery  
 Is exposed to marked changes in temperature and/or humidity  
 Is exposed to dust, fumes, gases, microwave, Other \_\_\_\_\_ (circle)  
 Drives motorized equipment  
 Works in confined quarters  
 Unprotected heights  
 Other \_\_\_\_\_

### Acceptable Minimum

- Poor                       Blind  
 Impaired  
 Moderate Loss       Deaf  
 Fair                       Mute



# JOB DESCRIPTION

**APPROVALS:**

\_\_\_\_\_  
*(Insert Appropriate Title)* Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

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*The above is intended to describe the general content of and requirements for the performance of this job. Employees may be required to perform other duties to meet the on-going needs of G3.*

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