



## *JOB DESCRIPTION*

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**POSITION:** Senior Buyer  
**DEPARTMENT:** Purchasing  
**REPORTS TO:** Purchasing Manager  
**CLASSIFICATION:** Exempt  
**APPROVED BY:** Chief Operating Officer  
**APPROVED DATE:**

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### **Summary**

A Senior Buyer is responsible for coordinating and executing strategic purchasing transactions. This position will review a wide range of purchase requisitions, investigate and develop sources of supplies, and create and interpret purchasing procedures to departments and vendors. A Senior Buyer assists the Purchasing Manager in the daily supervision of two or more buyers in the purchasing department. Provides team members with the appropriate training, tools, direction and motivation to enable their success.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Purchase materials in line with inventory targets.
- Timely and effective communication of forecasts and purchase orders to suppliers.
- Maintain the accuracy of the master data related to their products.
- Continually review the overall “value” offered by existing suppliers and ensure that the Company’s purchasing remains globally competitive.
- Conduct cost analysis on price increases and determine impact to business.
- Routinely works with department heads to advise and recommend alternatives to requested products (identify new sources of supply).
- Assist in resolving issues regarding damaged/inferior products, sales request, returns, invoice discrepancies, etc.
- Assist in maintaining/obtaining optimal inventory by monitoring and managing process of excess inventory and dead stock.
- Identify savings opportunities and secure best pricing options.
- Implement and manage corporate programs.

- Maintain strong communication with customers (internal and external); resolve issues in a timely manner.
- Management of Key Performance Indicators (fill rate, OTD, etc.) and the implementation of solutions to meet company objectives.
- Assist the Purchasing Manager in training existing and new Buyers.
- Supervise work schedules and tasks of buyers and handles complaints and grievances.
- Provides the Purchasing Manager with suggestions and recommendations as to hiring, firing, advancement, promotion, and other changes in status.

### **Competencies**

- Customer Focus
- Organizational Skills
- Problem Solving/Analysis
- Time Management
- Communication Proficiency
- Technical Capacity
- Collaborations Skills

### **Supervisory Responsibility**

This position manages employees of the department and is responsible for the performance, management, rewarding and disciplining employees, addressing complaints and resolving problems, and provides valuable input on the hiring and retention of employees within that department.

### **Work Environment**

This job operates in a large room with own cubicle space. This role routinely uses standard office equipment such as computers, telephone, headset and photocopiers.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position, Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional early or late hours may be required as job duties demand.

### **Required/Preferred Education and Experience**

- Bachelor's degree in business or related field or equivalent experience. C.P.M. and/or C.P.S.M. certification a plus.
- 5-10 years of experience in purchasing required. Experience in distribution and/or inventory preferred. Knowledge of Prophet 21 and/or any other distribution/inventory system a plus.
- 2-4 years of supervision experience

### **Abilities:**

- Detail-oriented and organized
- Effective negotiating abilities
- Analytical and problem-solving skills
- Ability to multi-task and prioritize under pressure and meet deadlines
- Strong verbal and written communication skills
- Motivated self-starter
- High ethical standards
- Intermediate or advanced computer skills in MS Office Products
- Intermediate math skills
- Intermediate to advanced Excel skills

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Signatures**

This job description has been approved by all levels of management.

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_