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| Job Title | Buyer II |
| Job Code | |
| Exempt Status | |
| Position Status | |
| EEO Classification | |

Job Summary

Buyer II, under general supervision, performs moderately complex purchasing duties with the purpose of obtaining supplies, equipment, and services.

Essential Duties and Responsibilities

- Procures goods and services. Solicits and evaluates bids.
- Prepares specifications for purchases.
- Issues purchase orders according to proper policies and procedures.
- Interviews sales representatives and evaluates vendor performance.
- Provides technical guidance to ensure compliance with professional and departmental standards.
- Assists departments in obtaining information on requested products and in the preparation of purchase specifications.
- Maintains documentation of buying transactions.
- Reviews and monitors incoming requisitions, confirming orders.
- Assists in policy and procedural compliance issues.
- Serves as a resource in solving customer or vendor problems.
- Researches discrepancies and reports findings.
- Prepares local bid invitations.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Two years of related experience in procurement/purchasing.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of standard business terms and arithmetic.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Effective interpersonal and organizational skills. Ability to provide exacting accuracy in all phases of work.

Licensing / Professional Certification – None.

Physical Requirements – Ability to lift moderately heavy objects.

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

Supervision of Others

This position generally does not supervise employees.

Other Requirements

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| Approved by: | |
| Date approved: | |
| Reviewed: | |