**Buyer I Standard Job Description**

**Classification Title:** Buyer I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 7

**Job Description Summary:**

Buyer I, under supervision, performs entry-level, standard purchasing duties with the purpose of obtaining supplies, equipment, and routine services.

**Essential Duties/Tasks:**

**30% Procurement and Purchasing Responsibilities**

* Procures goods and services.
* Prepares specifications for purchases.
* Reviews and monitors incoming requisitions, confirming orders.
* Issues purchase orders according to proper policies and procedures.
* Ensures accuracy of purchases.
* Maintains records and files of requisitions, bids, and awards processed.
* Returns incorrect or damaged shipments to vendors and resolves inquiries and problems related to procurement actions.
* Ensures receiving of products is completed in the appropriate systems and communicates with team members when discrepancies are found.

**20% Customer Support and Communication**

* Provides expertise in procurement and purchasing to assist departments in obtaining information on requested products.
* Serves as a resource in solving customer or vendor problems.
* Responds to inquiries from hospital service areas and serves as a liaison with the business/purchasing team, central receiving, and inventory management.
* Responds promptly to questions from hospital service areas regarding order status.

**10% Compliance and Documentation Management**

* Ensures all state documentation for purchases has been obtained and is complete prior to purchase.
* Assists in policy and procedural compliance issues and helps formulate new procedures.
* Maintains documentation of buying transactions.

**10% Vendor Relations and Evaluation**

* Interviews sales representatives and evaluates vendor performance.
* Researches discrepancies and reports findings.

**10% Professional Development and Meetings**

* Attends relevant meetings within the organization and community.
* Serves as a member of professional procurement organizations and attends meetings both in and out of state.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* No experience required.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of standard business terms and arithmetic.
* Strong verbal and written communication skills.
* Effective interpersonal and organizational skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**