**Buyer III Standard Job Description**

**Classification Title:** Buyer III

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

Buyer III, under general supervision, performs complex and varied purchasing duties with the purpose of providing advanced services to customers and departments.

**Essential Duties/Tasks:**

**40% Procurement and Purchasing Coordination**

* Prepares, issues, reviews, tracks, and maintains purchase order document files.
* Confers with departments concerning specifications, complaints, and special problems related to procurement.
* Supervises preparation of local bid invitations.
* Issues Request for Proposal (RFP)/Bids, analyzes the responses, and recommends the best value award.
* Receives requisitions, determines bidders, and accepts, tabulates, and makes awards.
* Prepares procurement-related rules and procedures.
* Ensures compliance with legislative regulations and other policies.
* Implements procedures pertaining to U.S. import/export laws and regulations.
* Proposes export classification and maintains import/export files.

**20% Vendor and Supplier Management**

* Makes purchases of supplies and equipment after soliciting and evaluating bids from vendors.
* Ensures that items are delivered by need date by calling vendor and confirming the order before the scheduled delivery.
* Works with suppliers and vendors to resolve issues such as returning materials received in error or resolving invoice discrepancies.
* Assists in locating parts needed for special projects.
* Provides technical guidance to ensure compliance with departmental standards.

**10% Inventory and Asset Management**

* Assists in receiving materials and issuing inventory.
* Assists with coordinating the disposal of surplus items.
* Assists in the coordination of year-end physical inventory count.

**5% Training and Compliance Assistance**

* Assists in training new personnel.
* Assists departments in obtaining information on requested products and in the preparation of purchase specifications.
* Assists in policy and procedural compliance issues.

**5% Procurement Card (P-Card) Management**

* Serves as the institution’s Procurement Card (P-Card) Coordinator.
* Validates P-Card reconciliations, tracks and addresses inconsistencies.
* Conducts periodic audits and trains P-Card users in the proper use of procurement card programs.

**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:**

* Four years of related experience in procurement/purchasing.

**Required Licenses and Certifications:**

* Certified Texas Purchaser (CTP) or Certified Professional Public Buyer (CPPB).

**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**