**Buyer II Standard Job Description**

**Classification Title:** Buyer II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

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

**Essential Duties/Tasks:**

**40% Procurement and Purchasing Management**

* Procures goods and services.
* Solicits and evaluates bids from vendors.
* Prepares specifications for purchases.
* Issues purchase orders according to proper policies and procedures.
* Reviews and monitors incoming requisitions, confirming orders.
* Prepares local bid invitations.
* Maintains documentation of buying transactions.
* Researches and resolves problems and discrepancies, including working with suppliers and vendors to return materials received in error.
* Maintains accuracy in shipments going out or coming in and organizes documentation of received goods from purchase orders.
* Ensures receiving of product is completed in appropriate systems and communicates with team members when discrepancies are found so updates can be made.

**20% Vendor and Customer Relations**

* Interviews sales representatives and evaluates vendor performance.
* Assists departments in obtaining information on requested products and in the preparation of purchase specifications.
* Assists customers in locating parts needed for special projects.
* Serves as a resource in solving customer or vendor problems.
* Responds promptly to inquiries from hospital service areas and acts as a liaison with business/purchasing teams, central receiving, and inventory management.
* Assists customers in obtaining information on requested products.

**10% Inventory and Supplies Management**

* Assists in the coordination of maintaining Annual Service Agreements.
* Purchases materials needed to maintain a day-to-day bench stock for commonly used items.
* Works with personnel to establish and maintain a spare parts inventory to preclude possible equipment downtime.
* Assists in receiving materials and issuing inventory.

**10% Compliance and Process Management**

* Assists in policy and procedural compliance issues.
* Ensures all state documentation for purchases has been obtained and is complete prior to purchase.
* Processes financial transactions by placing orders with vendors and entering purchasing requisitions into the system.
* Processes reports to include appropriate allocations, itemizations, and the assigning of appropriate purchasing codes.

**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:**

* Two years of related experience in procurement/purchasing.

**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**