

Buyer

Job Description

Reports To:	Procurement Manager
Supervisory Responsibilities?	No
FLSA Classification	Exempt
Work Status	Part Time
Effective Date	November 2022
Revision Date(s)	

POSITION SUMMARY

Reporting to the Procurement Manager, the Buyer will assist with procurement and purchasing activities within Second Harvest Food Bank service area. The Buyer will analyze costs, assist with contract negotiations, and offer strategies and solutions to help better manage cost of supplies and vendor services. The Buyer is expected to exercise independent judgement and discretion with all matters relating to building partnerships with vendors.

Second Harvest Food Bank (SHFB) believes that each employee makes a significant contribution to the success of the company; that contribution should not be limited by the work identified, assigned tasks, and overall responsibilities. Each employee is expected to offer his/her talents, expertise, and services whenever necessary to ensure the achievement of company goals.

ACCOUNTABILITIES

- Ensures the most cost effective procurement of quality products through Feeding America's network as well as local avenues.
 - Monitors Feeding America's Choice System and Grocery Purchasing Portal.
 - Prepares purchase orders; responds to customer and supplier inquiries; reviews requisition orders to verify accuracy; compares prices, specifications, and delivery dates to determine the best bid among potential suppliers.
 - Prepares, maintains, and reviews purchasing files; report price lists; locates suppliers.
 - Track the status of requisitions, contracts and orders, communicating expected delivery times to internal customers.
 - Follows all federal and state procurement guidelines and procedures.
 - Maintains purchasing spreadsheet and key contact data base with all vendors.
 - Supports Procurement Manager with onsite visitation plan that includes face-to-face visits, meetings, and presentations with vendors to maximize efficiency of purchasing using local and state vendors when possible.
 - Assists with expediting purchased products to needed warehouse or location.
 - Participates in meetings and committees as appropriate.
 - Complies with all SHFB policies and procedures.
 - Maintains a professional, positive, and courteous demeanor.
 - Performs other duties as assigned to meet company needs.
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QUALIFICATIONS



Equal Opportunity Employer

Buyer

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Education: Degree in marketing, business, or related field preferred. Knowledge and/or training in budget management and purchase orders.

Experience: Background in purchasing, distribution, logistics, and/or food procurement.

Skills and Capabilities

The ideal candidate will possess many of these professional and personal abilities and attributes:

- Capable of working under general direction in a self-motivated fashion.
- Ability to meet deadlines and have exceptional recordkeeping skills.
- Strong communication and presentation skills with emphasis on customer service.
- Advanced in MS Office applications, particularly Word, Excel, and Outlook. Ability to learn in-house database and reporting systems.
- Professional demeanor with the ability to work cooperatively across all levels of the organization.
- Excellent math skills.
- Dependable, conscientious, and willing to learn.
- Willingness to travel within the company's service area and to work after hours and weekends as needed.

Allowable Substitutions: Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

WORK ENVIRONMENT

The physical demands and work environment characteristics 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.

The primary office setting (located in the administrative area of the food bank) has high lighting levels, is temperature controlled, and has limited potential for hazards. This position requires working in an office setting and sitting at a computer desk for long period of time. A vehicle is necessary as is current auto insurance. Some travel for overnight trainings is required. Occasionally, the need to respond to issues outside of normal working hours (e.g., special events, disaster response, etc.). Pushing, pulling, lifting, and/or carrying objects up to 25 pounds may be required. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment.

By signing below, I acknowledge that I have read and understand this job description.

Employee's Printed Name

Procurement Manager

Job Description

Employee's Signature

Date

The above statements are intended to describe the general nature and level of work performed by employees assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills. This job description does not constitute an employment agreement/contract between SHFB and the employee and is subject to change as the needs of the company and requirements of the job change.