

**Buyer II**  
**Position Description**

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|-------------------------------------|----------------------------|
| <b>Department:</b> Procurement      | <b>FLSA Status:</b> Exempt |
| <b>Reports to:</b> Material Manager | <b>Date:</b> 08-09-2018    |

**Primary Function:**

Individual must have proficiency in ordering material and services for government and commercial contracts in compliance with Premier Technology, Inc.'s NQA-1 program, ASME, and other pertinent codes.

**Essential Duties and Responsibilities:**

- Assist Buyer III in preparing/revising procedures and instructions regarding the purchasing system.
- Identification of future procurement requirements and advance identification of potential sources and the scheduling of acquisition at the lowest overall cost to Premier Technology, Inc.
- Identification and development of qualified supplies leading to the population of a Qualified and Approved Vendors List(s) and other bidders lists to assure adequate competition and lowest responsible pricing of Premier Technology, Inc. procurements while maintaining the highest code of ethics and conduct.
- Establish supply chain relationships with competitively selected sources through traditional basic ordering agreements.
- Provide assistance to Business Development in the development of teaming agreements or other contractual cooperative arrangements.
- Provide professional leadership to ensure vendor/subcontractor and Company comply with contract terms and conditions, especially those with respect to quality assurance.
- Provide support and expertise to staff and management and prepare internal reports as required.
- Perform or assist in all aspects of the procurement process

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

**Minimum Qualifications/Experience:**

- Bachelor's degree (preferably in a related field such as Business) or equivalent experience and/or training in manufacturing field
- Two to four years in industrial and/or federal procurement.

**Additional skills**

To perform this job successfully, an individual should have a strong working knowledge of Microsoft Office Suite, experience with Financial System and Order processing systems, and ability to learn additional software. Ability to project a professional demeanor.

**Other Qualifications**

The physical demands and work environment 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.

**Physical Demands**

While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment**

The noise level in the work environment is usually quiet – typical of what is generally found in an office setting.