

Project Buyer
Position Description

Department: Federal Services	FLSA Status: Non-Exempt
Reports to: Project Procurement Manager	Date: 03/08/2018

Primary Function:

Individual must have proficiency in ordering material and services for specific project. All functions will be in compliance with NQA-1 procedures as mandated by project terms and conditions.

Essential Duties and Responsibilities:

- Serve as operational buyer for all project requirements.
- Research data required to populate requisition including, but not limited to, reviewing project drawings, data sheets, specifications, and original vendor information.
- Work internally with Project Managers, Material Control, and Quality Assurance and externally with vendors/subcontractors to ensure requisitions are complete and data represented is accurate.
- Resolve questions, inconsistencies, or missing data with appropriate personnel.
- Enter purchase order data into electronic system.
- File and route documents after entry either electronically or in hard copy to appropriate personnel.
- Respond to inquiries regarding entered data.
- Maintain procurement database.
- Provide support and expertise to staff and management and prepare internal reports as required.

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:

- Associate or Bachelor's degree (preferably in a related field such as Business) or equivalent experience and/or training.
- One to two years in industrial and/or federal procurement.
- Be a person who is focused on accuracy, adaptability, problem solving, and be able to multitask with shifting priorities.
- Process strong verbal and written communications skills.

- Have a strong working knowledge of Microsoft Office Suite, experience with Financial System and Order processing systems, and ability to learn additional software as may be required.

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.

Work Environment:

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