

JOB ANNOUNCEMENT (INTERNAL/EXTERNAL)

POSITION INFORMATION

Job Title: Buyer
Division: Finance **Department:** Materials Management
Reports to: Purchasing Manager **Classification:** Regular, Full Time
Opening Date: 03/14/2019 **Closing Date:** 03/21/2019

ANTICIPATED WORK SCHEDULE

(Hours of operation and schedule subject to change)

Department Hours of Operation Monday – Friday from 8:00am – 5:00pm	Schedule Monday – Friday from 8:00am – 5:00pm; subject to change if needed
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BASIC PURPOSE OF THE JOB

Under general supervision of the director/material management, contributes to the processing of various tasks required to achieve materials management goals and objectives. Purchases materials, supplies, equipment, and services consistent with hospital practices and standards. Adheres to all policies and procedures documented in the materials management policy and procedure manual.

QUALIFICATIONS

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| Minimum Education | ▪ Associate's degree in Business Administration or equivalent |
| Minimum Work Experience | ▪ Two (2) to three (3) years of hospital purchasing experience preferred |
| Required Skills, Knowledge and Abilities | ▪ Must be skilled in Microsoft Excel and Word
▪ Extremely high level of attention to detail
▪ Excellent verbal and written English language communication skills
▪ Target oriented
▪ Team player
▪ Keen eye for process and quality improvement |

OVERVIEW OF JOB RESPONSIBILITIES

1. Processes orders for hospital areas according to established department procedures, in a timely, professional manner.
2. Secures products and services for all assigned user departments in a timely, professional manner.
3. Utilizes department computer systems.
4. Creates standing and blanket orders for provision of goods or services that are requested frequently. Review associated contracts and manages documentation.
5. Monitors status of all items ordered.
6. Works with vendors to reduce costs in a timely, professional manner.
7. Responds to all inquiries from hospital personnel in a timely, professional manner.
8. Provides 'customer service' to hospital personnel in a timely, professional manner.
9. Assumes responsibility for the accuracy of pricing on all orders processed.
10. Completes appropriate forms to process prepayments and forwards documentation to accounts payable.
11. Handles receiving issues concerning damaged inventory, goods, over shipments, and short shipments of stores items.
12. Coordinates/oversees electronic transmission of orders.
13. Maintain records of business transactions and product inventories, reporting data to companies or government agencies as necessary.
14. Attends required hospital seminars/education programs.
15. Understands that the professional responsibility associated with his or her signature equates to that of only levels authorized.

*Complete job description provided upon employment.