



ROC 247563 CR-11

Purchasing Manager, Buyer, and Purchasing Agent
Non1 Exempt

Job Description

- Evaluate suppliers based on price, quality, and delivery speed
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices
- Attend meetings, trade shows, and conferences to learn about new industry trends and make contacts with suppliers
- Analyze price proposals, financial reports, and other information to determine reasonable prices
- Negotiate contracts on behalf of their organization
- Work out agreements with suppliers, such as when products will be delivered
- Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action
- Evaluate and monitor contracts to be sure that vendors and supplies comply with the terms and conditions of the contract and to determine the need for changes
- Maintain and review records of items bought, costs, deliveries, product performance, and inventories
- Evaluating suppliers is one of the most critical functions
- Interview prospective suppliers
- Must make certain that the supplier can deliver the desired goods or services on time, in the correct quantities, and without sacrificing quality.

Work Schedule

Full time and may include weekends