

Job Description

Job Title: Buyer/Planner
Job Summary: Planning, selecting, buying medical devices and following through with vendors on shipment and delivery as well as maintaining stock levels
Wage Category: BP I, II, III
Department: Purchasing
Reporting to: Purchasing Manager
FLSA Status: Non-exempt (Fair Labor Standards Act)

Responsibilities of essential functions include:

1. Create, follow-up and expedite purchase orders
2. Process and update delivery information, receive inventory in purchasing system
3. Monitor status of purchase orders and deliveries
4. Review back order reports and resolve problems
5. Prepare purchasing reports and other related documents
6. Resolve discrepancies in invoicing, receiving and pricing
7. Review rejects and returns as member of Material Review Board and process returns, issue supplier corrective actions
8. Initiate and process inventory adjustments
9. Review and determine optimal inventory levels
10. Represent company in negotiating contracts and formulating vendor policies
11. Approve invoices for payment
12. Perform resourcing operations for products
13. Revise and create new items in purchasing system
14. Locate new suppliers
15. Assist with supplier approval and surveillance of supplier performance
16. Maintain, update and organize supplier files and supplier library including current price lists, catalogs and cross reference data
17. Maintain accurate and up-to-date supplier information (part number, cost) in purchasing system
18. Develop and maintain cooperative working relationships with suppliers
19. Develop, lead and execute purchasing strategies, policies and SOP's
20. Track and report metrics to reduce purchasing expenses
21. Perform cost analysis to improve profitability
22. Provide backup for Purchasing Manager

Responsibilities of non-essential functions include:

23. Maintain commitment to Quality Goals and Quality Policy
24. Complete jobs and tasks as assigned

25. Working schedule: 8:15am to 5:00pm with a 45 minutes unpaid break

Employee: _____

Last Name

First Name

Initial

Nothing in this job description restricts management's right to assign or reassign responsibilities to this position at any time.

Signatures:

Employee mm / dd / yy

Manager/Supervisor mm / dd / yy