



Job Description

Human Resources Compensation maintains standard job descriptions. Job descriptions cannot be changed without the approval of Human Resources Compensation.

STANDARD JOB DESCRIPTION TITLE: Buyer I
STANDARD JOB DESCRIPTION CODE: PURC0001
COMP FAMILY: Operations
COMP SUB-FAMILY: Purchasing
GRADE: B08
FLSA: Exempt
JOB CODE: 2240

General Summary

Negotiates the purchase of goods, support services and equipment for the hospital. Researches competitive pricing, processes purchase orders and communicates with customers to ensure no operation within the organization is compromised.

Values Statement

Embodies the Hospital's core values in all interactions with patients, families, and colleagues.

Duties Notice

The statements below describe the essential duties of the person or persons assigned to this job. They are not intended as an exhaustive list of all job duties and responsibilities.

Principal Duties and Responsibilities

1. Communicates, monitors and ensures compliance with hospital standards and procedures for the purchase of materials and services.
2. Initiates the purchase of goods and services, tracking and following up on orders through delivery. Selects purchase methodology, composes purchase order, verifies availability of product or service and establishes delivery dates. Monitors and expedites open orders and resolves invoice discrepancies. Maintains communication with requisitioning departments regarding status of orders. Follows up on orders to ensure receipt of ordered items, services or equipment.
3. Assists hospital department customers by researching product information and purchase options, contacting vendors, obtaining price quotes, and negotiating costs.
4. Assists in cost containment by utilizing group purchasing contracts, encouraging product standardization, and recommending inventory containment opportunities.
5. Coordinates product recalls, returns, and outdates.
6. Maintains knowledge of current professional trends and practices through participation in professional organizations and attendance at workshops, conferences and other continuing education programs.
7. Establishes and maintains professional working relationships with vendors and hospital customers.

Minimum Knowledge and Skills Required

- Work requires the level of knowledge typically acquired through completion of an Associate's degree in Business or a related field and 2 to 3 years of previous experience.

- Work requires the analytical skills to resolve complex problems requiring the use of scientific, mathematical, or technical principles and in-depth, experienced-based cross-functional knowledge.
- Work requires communication skills in order to effectively deal with conflicting views or issues and mediate fair solutions, and well-developed writing skills.

Certification, Registration, or Licensure Required

No certification, registration, or licensure required.

Physical Requirements of the Job

- Work requires frequently lifting and carrying patients/children/objects weighing up to 10 pounds and occasionally lifting and carrying patients/children/objects weighing 11 to 20 pounds.
- Work requires regularly stooping and bending.
- Work requires regularly reaching and grasping objects above and below shoulder level and frequently reaching and grasping objects at shoulder level.
- Work requires regularly grasping and fine manipulation with hands.
- Work requires regularly proofreading and checking documents for accuracy and inputting/retrieving words or data into or from an automated/computer system

Blood Borne Pathogen Category

No Potential Exposure to Blood Borne Pathogens. Job may not require performance or tasks that involve potential for exposure to blood, body fluids, or tissues.

This document was reviewed and approved by HR Compensation as of this date: 2/25/2014.