

Job Description/Performance Appraisal

JOB TITLE: (1730) BUYER
DEPARTMENT: PURCHASING (8331)

RESPONSIBLE TO: Purchasing Manager

PERSONNEL SUPERVISED: None

MAJOR FUNCTION: Ensures uninterrupted flow of supplies, equipment and services to all areas through prudent and knowledgeable procurement activities. To furnish all departments with information on pricing, vendors, part numbers for orders processed or in process.

CRITERIA AND STANDARDS:

ESSENTIAL FUNCTIONS

- A. Selects and maintains sources of supply, using progressive purchasing techniques and methods.
 - 1. Reviews requisitions and analyzes each item for quantity, specifications, delivery requirements, cost center and appropriate approving signature.
 - 2. Develops and investigates sources of supply.
 - 3. Requests quotations for items not covered by current purchasing arrangements.
 - 4. Develops substitutes if commodity is unavailable or if a more economical product might be satisfactory. Obtains approval from requestor prior to placing order for the substitution.
 - 5. Receives and solicits quotations by mail, telephone or through personal representative. Analyzes quotation for specifications, quantities, pricing and desirability of substitute product.
 - 6. Consolidates department requests whenever possible to obtain lower price, decrease number of purchase orders and decrease freight cost.
 - 7. Negotiates and implements institution-wide pricing and service agreements involving products and services (i.e. office supplies, major medical equipment, etc.). Utilizes group purchasing contracts (i.e. VHA, Mayo Foundation, Shared Services, etc.) or local contracts (i.e. Mayo Clinic Jacksonville, St. Luke's Hospital) with vendor(s). Creates standing purchase orders and service contracts annually.
 - 8. Completes special assignments such as property control, capital equipment program, building projects, special task forces, committee participation, and outreach, as directed.
- B. Maintains positive institution image and supplier relations through daily business contacts.
 - 1. Investigates sources that could improve quality without increasing price or by decreasing labor cost.
 - 2. Demonstrates the ability to negotiate vendor rejections and advise vendor of reason for rejection. Inform vendors of cost incurred as a result of defective material and receive restitution for such expenses.
 - 3. Interviews salespeople promptly and courteously.
 - 4. Combines ethical judgement with technical skill within the policy and legal guidelines of the institution.
 - 5. Interfaces with vendors to place and expedite purchase orders, obtain/receive information regarding products, services, pricing and delivery. These contacts include the building of prime vendor relationships, obtaining information regarding new products, and the development of alternate sources of supply.
 - 6. Prepares bid invitations, evaluates bids, negotiates with vendors, selects suppliers, and

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- C. Advises other departments on changes in prices, procedures, products and recalls of defective products.
 - 1. Accurately records all information pertaining to the purchase on the non-stock form or requisition form.
 - 2. Notifies department immediately upon receiving product recall with a copy sent to Safety and Security.
 - 3. Assists all departments in a friendly and caring fashion.
 - 4. Investigates department procurement problems and promptly seeks solutions.
 - 5. Collects and evaluates pricing on new product information. Directs information to the appropriate area of use.
 - 6. Expedites orders that have exceeded their expected time of arrival. Notifies departments of delays and possible alternatives.
 - 7. Assists medical/paramedical personnel with their purchasing requests; obtains product information; negotiates pricing or re-pricing with vendor selected for supplies, capital equipment and/or sample products.
- D. Reconciles invoices with Accounts Payable when price and other items do not agree with the purchase order.
 - 1. Collects all billing information from vendor at time of order placement. Confirms vendor name, payment terms and freight terms.
 - 2. Reviews purchase orders to ensure correct information has been keyed before approving signature is placed on purchase order.
 - 3. Ensures that Accounts Payable receives all changes, returns, or any other information that effects payment after the purchase order has been approved.
- E. Recommends to the Materials Analysis Committee and sub committees new or different material and revised designs which are of better quality, more readily accessible, lower price or labor saving alternatives.
 - 1. Prepares appropriate paperwork for proposed product changes to be presented to the Materials Analysis Committee.
 - 2. Informs departments of the proper procedure to follow so that they may present item to Materials Analysis Committee.
- F. Coordinates product returns and/or replacement between institution and vendor.
 - 1. Ensures all products are returned to the proper vendor address and that a packing label is presented with the product to shipping for return.
 - 2. Investigates reason for return by department. Determines if replacement is needed.
 - 3. Contacts vendor for return authorization.
 - 4. Records return transaction and fills out proper documents completely with copies to the vendor, Accounts Payable and Purchasing file.
- G. Other functions as required.
 - 1. Assists supervisor in preparing reports or soliciting pricing from vendors.
 - 2. Provides coverage for other employees as needed to ensure smooth departmental functioning.
 - 3. Ensures that information is communicated to all affected parties.
 - 4. Advises Purchasing Manager of alternate sources of supplies and improved department procedures, policies, and suggestions for cost saving changes for the institution. Documents

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- cost savings on a quarterly basis.
- 5. Provides AMS training to user departments as requested.
- 6. Responsible for addition/deletion of stock room items and accurate inventory.
- 7. Demonstrates skill and abilities to lead or direct a work team, committee, task force, or meeting.
- 8. Responds to changes in work schedule as necessary. Continually uses time efficiently and performs well in emergency or high stress situations.

NON-ESSENTIAL FUNCTIONS

- I. Participates in continuing education programs, professional organizations membership, outside seminars, and professional literature.
 - 1. Enrolls in institution training programs that will improve or develop purchasing skills.
 - 2. Attends area materials management meetings as often as possible.

HAS ACHIEVED COMPETENCY IN THE FOLLOWING AREAS:

- 1. Demonstrates knowledge of AMS computer system.
- 2. Demonstrates an understanding of how to correct A/P discrepancies and their causes.
- 3. Expedites orders in a timely fashion and understands the substitution policy.
- 4. Works well with vendors and maintains a professional and ethical image.
- 5. Demonstrates appropriate use of office equipment.

MEETS MINIMUM JOB REQUIREMENTS:

- 1. Conforms to Hospital Dress Code.
- 2. Adheres to Hospital and Departmental Policies and Procedures.
- 3. Follows Safe Work Practices.

EDUCATION	College degree in business, accounting or health care related field preferred with at least one year Health Care Material Management related experience.
EXPERIENCE:	Health Care, Purchasing or Materials Management experience may be substituted for college.
JOB KNOWLEDGE:	Knowledge of basic analytical reporting and mathematics. Must be able to deal with vendors and be knowledgeable of invoicing, accounting, and purchasing terminology.
ADD'L CONSIDERATIONS:	Must be able to work under stressful situations and be well organized. Must be willing to enter any area of the institution.

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PROBLEM SOLVING:

Decision Making: determining the appropriate order of quality, quantity, and supplier when selecting products and services; accepting/rejecting price quotes; products/supplies to continue/discontinue; products to evaluate and sample for use; content of the stockroom. Must decide which contract is in the institution's best interest (i.e. Mayo Foundation, Shared Services, VHA, or locally negotiated contracts).

Challenging Aspects: To provide the utmost service to user departments and obtain required information with a minimal amount of interruption to the end user. The negotiation of pricing and terms which maximize the value of purchases made resulting in overall cost savings.

ACCOUNTABILITY:

This job is directly involved in the purchase of supplies, services, and equipment and commits significant institutional dollars through those purchases. Some responsibility is primary and some shared with staff and customers. The degree of freedom of each buyer to commit the institutions' purchase contracts is both substantial and consequential, with review and guidance being provided by the managers, other paramedical staff, ancillary clinics, shipping & receiving and accounts payable.

WORKING RELATIONSHIPS:

Internal: Physicians, administration, managers, other paramedical staff, ancillary clinics, shipping & receiving, and accounts payable.
External: Distributors/vendors and manufacturers.

PHYSICAL REQUIREMENTS:

The employee must be able to demonstrate excellent verbal and written communication skills. Additionally the employee must be able to perform analytical (mathematical) functions, have excellent hearing, and demonstrate public relations decorum.

REVIEWED 10/96
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