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CITY COLLEGES OF CHICAGO
DISTRICT OFFICE
OFFICE OF FINANCE
OUTSOURCING CONTRACT

JOB DESCRIPTION

Title: Buyer

Reports To: Assoc. Director of Procurement Services

Description: Under general supervision, assists in completing routine purchases of materials, analyzes purchase requisitions; investigates and develops sources of supplies; prepares routine bid specifications; issues bid requests; reviews quotations; interprets purchasing procedures to departments and vendors; and acts as a liaison between user departments and vendors.

Duties & Responsibilities:

1. Examines departmental purchase requisitions for completeness and accuracy of provided information necessary for the buying procedure
2. Under general supervision, secures quotations on requisitions or processes them for purchase; prepares bid invitations and compiles bid results.
3. Confers with departments with respect to questionable items on the requisition and interprets purchasing procedures to departments.
4. Assists in seeking new sources of supplies for materials and equipment and secures favorable terms.
5. Expedites open orders as required.
6. Assists in interviewing sales representatives to develop new sources of supplies, securing favorable terms; updates records and files and secures samples, descriptions, photos or information for departments.
7. Assists in identifying requesting departments needs and develops and refines specifications for commodities, supplies and equipment; resolves purchasing problems between department and vendor.
8. Performs other duties as assigned.

Buyer
October 12, 2007

Supervisory Responsibilities: N/A

Qualifications:

1. Associates Degree preferred.
2. One to three years experience in a governmental/educational Purchasing environment with past buying experience preferred.
3. Excellent verbal/written/interpersonal communication skills, organizational skills, and computer proficiency.
4. Must be self-directed and innovative, able to assess current operations in an effort to improve future goals. Must be able to meet deadlines in a timely manner.
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6. Must be able to work alternative schedules including evenings and/or week-ends.
7. Skills in application software such as, Microsoft Word, excel, power point, etc.