SOUTHCoast Transit Management, Inc

Position Description

(For electronic versions of this document, please use the tab key to move from field to field)

Position Title:	Buyer	**FLSA Classification:**	Non-Exempt
Department / Location:	Finance	**Job Code:**	
Completed By:	AGM of Finance	**Date:**	2/26/2016

Title of this Position's Supervisor:	AGM of Finance

Job Title(s) of Employees that Directly Report to this Position:	n/a
Total Number of Employees (direct or through subordinates) Supervised by this Position:	n/a

Job Purpose:	Responsible for purchases to include parts, materials, equipment, and services for SRTA, in compliance with both FTA rules and regulations and SRTA contract. This is not a safety-sensitive position. This position is subject to the Drug Free Workplace Policy.

Major Responsibilities: *List in order of importance*	1)	Responsible for procuring all micro-purchases and non-contractual small purchases; complete appropriate paperwork as outlined in the procurement procedures.
	2)	Negotiates best vendor terms, pricing and delivery based on specific budget and schedule requirements.
	3)	Ensures that products and services are acquired at lowest possible cost while still meeting the minimum quality requirements.
	4)	Responsible for creating and maintaining all Purchase Orders.
	5)	Keeps informed on market trends and trade conditions for the various commodities, projects, and services purchased.
	6)	Responsible for all SAM vendor collection/registrations and vendor FTA clauses.
	7)	Collates all final purchasing documents along with invoice to Finance for processing of payment.
	8)	Implements and enforces all policies and procedures with respect to purchasing, making suggestions and changes as needed.
	9)	Other duties as assigned.

Describe level of decision making and list examples of common decisions made:	N/A

Minimum Education & Certifications Required:	Bachelor's Degree and minimum of five (5) years purchasing experience required, or ten (10) years of experience may be substituted in lieu of degree. Mechanical background preferred.

Experience & Skills Required:	• Prior experience with the use of modern business practices and skills. • Knowledge of internet applications, networks, Microsoft Office applications (Word, Excel, Outlook, etc.) • Ability to make decisions independently, set priorities, develop individual goals, measure progress. • Ability to use diplomacy and tact in dealing with the client and peers. • Excellent written and verbal communication skills; interpersonal and communication skills. • Ability to build and motivate teams within organization. • Good working knowledge of procurement practices • Ability to interface at all levels within a large, global corporation and with a range of external professionals.

Physical Requirements & Working Conditions (include amount of travel):	Incumbent must be able to move about the office; utilize standard office equipment; access filing system/cabinets; and communicate effectively and efficiently in person or by telephone. Travel is required to annual procurement training/conferences, both in and out of state.

List any additional measures applicable to this position (Revenue, Headcount, # of buses; Budgets $ etc.):	

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.