



## Buyer

### SUMMARY

The position of Buyer reports to the Director, Supply Chain and is responsible for the day-to-day purchase of materials, equipment, supplies, and service in accordance with prescribed purchasing regulations and procedures. A Buyer must have thorough knowledge of the items which need to be purchased.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- He/she will examine and analyze purchase requisitions for completeness and accuracy of information; contact department or initiator to clarify or complete information; determine method to process requisition based on dollar amount, timeliness required, existing open contracts, and/or competitive bidding.
- Will be required and expected to learn and abide by Hapco's purchase approval authority procedure.
- Ensures purchase orders are submitted and all relevant supply issues are communicated daily, in a timely and accurate manner.
- Expedites material delivery, when necessary, to meet production schedules and customer expectations.
- Implements and executes contracts with vendors.
- Purchases raw materials to replenish stock levels or on an "as-needed" basis.
- Purchases expensed and MRO (Maintenance, Repair and Operations) items, utilizing the Hapco Purchase Requisition process.
- Resolves paperwork discrepancies with regard to receiving and invoicing.
- Identifies opportunities to put blanket orders in place.
- Search on a broad scale for alternate suppliers.
- Comply with all company rules, safety policies and procedures.
- Work with computers, Microsoft Office Suite and Hapco's MRP based system on a daily basis.
- Good relationship skills are a must to successfully deal with vendors on a daily basis.
- Ability to continually prioritize tasks to be completed as requires.
- Work effectively to identify and resolve problems or issues.
- Self-starter and multi-task oriented. Able to work independently, as-well-as with others, as needed.
- Other duties as assigned.

### IMPORTANT:

- Any employee who does not understand any portion of the job description for this position needs to bring that fact to their manager's attention so they can provide further work performance or safety instructions, as needed.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities which are required of the employee for this job. Duties, responsibilities, and activities may change, at any time, with or without notice.

### SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.



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### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required. Skill sets must include business related computer literacy, analytical problem solving, excellent verbal and written communication, and multi-task-oriented skills.

- Procurement experience is required.
- Excellent verbal and written communication skills.
- Ability to follow and give verbal and written instructions with minimal supervision.
- Well organized and detail oriented.
- Able to function in a fast-paced environment and meet deadlines.
- Work well in team environment.
- Strong organizational skills with the ability to multi-task.

### EDUCATION AND/OR EXPERIENCE

High school diploma or General Education Degree (GED) or equivalent of a two-year certificate or degree from a college and a minimum of three to five years' experience in a purchasing environment using Material Requirements Planning (MRP) or related and/or training or equivalent combination of education and experience.

### LANGUAGE SKILLS

Must possess the ability to communicate effectively one-on-one or in group situations with customers, suppliers, contractors, executive staff members and co-workers; utilizing methods to include, but not limited to verbal presentations or conversations plus telephone and email communications.

### REASONING ABILITY

Ability to apply common sense understanding while carrying out instructions furnished in written, oral, or diagram form plus the ability to create and interpret documents correctly. Possess the ability to deal with problems involving several variables in various situations.

### PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and occasionally stoop, kneel or crouch. While performing the duties of this job, the employee is required to sit, stand and walk in the process. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and peripheral vision and ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an office setting. However, occasionally time will be spent in a manufacturing environment. Mandatory safety protection and caution will be required while in the plant.**IMPORTANT:**Eye protection, hearing protection and closed-toe shoes are required while present in designated areas of the manufacturing environment.



**Job Description**

**Buyer**

**OUR CONTRIBUTION IN THE  
WORLD  
WE CREATE A LIFETIME OF  
SAFETY OPPORTUNITY AND**

_____	_____
<b>Employee's Signature</b>	<b>Date</b>
_____	
Print Employee's Name	
_____	_____
<b>Director of Supply Chain's Signature</b>	<b>Date</b>
_____	
Print Director's Name	
_____	_____
<b>Human Resources &amp; Safety Director's Signature</b>	<b>Date</b>
_____	
Print Director's Name	

**Employee has received a copy of this job description.**

**Employee's Initials:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_