

**ISSUED: 6/93**

**SALARY**

**& 10/89  
CLASS**

**TITLE: Assistant Buyer**

**SCHEDULE: B**

**CODE: PN308**

**SALARY**

**EEO**

**UNION: P&A, Local 1979, U.A.W.**

**GRADE: 9**

**CODE: 30**

**FLSA: Non-Exempt**

**E-**

**CLASS: PN**

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**POSITION PURPOSE**

Assist Buyers in the procurement of requested supplies, equipment and materials by obtaining and providing pertinent information and resolving problems and conflicts relevant to purchasing transactions.

**ESSENTIAL JOB FUNCTIONS**

- Address and resolve problems which occur after the placement of purchase orders to ensure the correct fulfillment of orders and to provide accurate accounting of transactions. Consult with relevant parties, examine situations and issues and determine the nature and necessity of amendments.
- Perform duties required to ensure the timely delivery of purchases at the desired location. Review status of purchase orders, determine location of product/service and contact vendors, shippers and users as required.
- Resolve problems resulting from the arrival of damaged shipments to provide requester with acceptable goods in an expeditious manner. Determine how and where damage occurred, prepare proper paperwork and initiate contact with carrier.
- Resolve disputes arising from differences between purchase orders and vendor invoices to ensure proper payment of requested goods/services. Contact vendor and user as needed.
- Obtain, maintain and disseminate information relevant to purchasing transactions to assist Buyers, vendors, users and other interested parties with problems and concerns.
- Perform special assignments and other related work as assigned.

### **ADDITIONAL COMMENTS**

This classification is designed to relieve the Buyers of problem and conflict resolution duties so as to allow them to concentrate on purchasing and improve turn around time from requisition to purchase order. This classification requires considerable contact with representatives from within and outside the University and requires the incumbent to establish and maintain effective working relationships with vendors and users. This classification is generally assigned to the Department of Purchasing in the Division of Fiscal Operations. This classification reports to a management level position and will work closely with professional Buyers as needed.

### **MINIMUM QUALIFICATIONS**

- Graduation from a two year community college with major coursework in business or related field or an equivalent combination of education and/or experience required. Bachelors degree preferred.
- Good oral and/or written communication skills. Ability to deal effectively with University personnel and outside representatives.
- Good analytical and problem solving skills required.
- Knowledge of University policy and procedures desirable.
- Typically, incumbents have had experience in a support capacity for a purchasing office.