



**WAYNE STATE UNIVERSITY**

**DATE: 9-17-2024**

<b>TITLE: Assistant Buyer</b>		
<b>HUMAN RESOURCES USE ONLY:</b>	<b>SALARY TABLE: AP</b>	<b>CLASS CODE: PN308</b>
<b>UNION: P&amp;A Local 1979, U.A.W</b>	<b>SALARY GRADE: 9</b>	<b>EEO CODE: 30</b>
<b>JOB GROUPING:</b>	<b>FLSA: Non-Exempt</b>	<b>EMPLOYEE CLASS: PN</b>

**POSITION PURPOSE**

Support Procurement & Strategic Sourcing to ensure day-to-day activities are conducted professionally, efficiently, accurately, and seamlessly. Assist the campus community with changes and modifications to existing purchase orders that have been submitted to Procurement, by processing change order requests, and by obtaining and providing pertinent information, and resolving problems and conflicts relevant to purchasing transactions. The position reports to the Procurement Manager, who in turn reports to the AVP for Procurement & Business Services

<b>Essential Job Functions</b>	<b>Estimate % of time Performing Job Duties</b>
Review, update, and approve Change Order Requests (CORs), which are requests submitted by end users to amend existing Purchase Orders. Manage Purchase Order Amendments in the University eProcurement system. This includes the review and validation of department submissions against support documentation (contracts, quotations, etc.).	55%
Analyze financial transactions related to Purchase Order revisions, to ensure the requested change is reflected correctly on the Purchase Order (PO), and Banner encumbrance. Validate the feed of Amended transactions in the ERP system, to ensure financial portion is accurate.	10%
Provide help-desk assistance to the Campus Community on WayneBuy and Banner questions regarding requisitions, CORs, receivers, vendors, etc. Also provide assistance to the Vendor Community on proper preparation of WayneBuy Total Supplier Manager (TSM) submissions.	10%
Process journal vouchers (JVs) to liquidate PO encumbrances and/or to re-open PO's. Also run mass liquidations from forms submitted to Procurement by the Business Affairs Officers.	5%
Partner with various University departments and Accounts Payable as needed, to resolve discrepancies in Purchase Orders/Amendments. 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.	5%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Assist with maintaining the University Vendor database, which includes the review and validation of submissions against Vendor documentation.	5%
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.	5%
Perform special assignments and other related work as assigned.	5 %

### **MINIMUM QUALIFICATIONS**

**Education :** 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.

**Experience Required :** 2 -3 years of relevant experience in a supportive role, such as customer service, accounting, procurement or similar type roles.

**Knowledge, Skills And Abilities:**

Proven computer skills, both with desktop and administrative systems.

Good customer service skills. The candidate needs to be a team player with a willingness to learn and the ability to adapt in an environment of continuous change and improvement.

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 / procurement office.

**WORKING CONDITIONS** : Typical office working environment. Flex Hours between 7:30 am and 6 pm for a 7.5 hour shift, Monday through Friday. Up to two flexible work days after four-month probationary period, at management's discretion.

**ADDITIONAL COMMENTS :**

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