

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Buyer

JOB CODE: 051305

DATE PREPARED: April 22, 1993

Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent procures materials, supplies, equipment, and services in an accurate, timely, and cost-efficient manner.

DIMENSIONS

The incumbent reports to a Purchasing Agent or Chief Purchasing Agent and has no supervisory responsibility.

NATURE AND SCOPE

1. Responsible for soliciting, analyzing, negotiating, documenting, and awarding bids and proposals on a formal and informal basis from distributors, manufacturers, prospective sellers and service contractors in accordance with Company and DOE policies and regulations;
2. Procures materials and services at a fair and reasonable price; develops purchasing specifications and assures compliance with contract terms and conditions; documents each procurement action as required; determines suitability, adaptability, and utility of items; and evaluates merits of competitive commodities and prices;
3. Performs data entry functions using Procurement Requisition Tracking System, and Just-In-Time support systems;
4. Proficient in federal government regulations including FAR, DEAR, and DOE;
5. Monitors orders to assure contract requirements, quality, and technical specifications are met; secures adjustments where necessary and possible;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Occasional standing/walking throughout office areas for short distance;
2. Constant sitting at desk while operating computer, completing paperwork, using telephone, etc;
3. Occasional lifting/carrying paperwork, supplies, or files up to 15 pounds;
4. Occasional push/pull in opening doors or file drawers exerting up to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.;

Buyer

7. Constant use of sight abilities in reading paperwork, computer screen, etc.;
8. Constant use of speech/hearing abilities in communicating with sales representatives, vendors, coworkers, and supervisors, both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of contracts and purchase orders are completed in accordance with Company policies and procedures and are negotiated in an efficient and cost-effective manner;
2. Must possess independent judgement, initiative, and ability to work with minimal supervision;
3. Must possess excellent oral/written communication skills, negotiating, and interpersonal skills in dealing with suppliers and vendors in a professional and effective manner;
4. Must be able to work under pressure with frequent interruptions, multiple priorities, and meeting strict deadlines;
5. Must be able to plan, prioritize, and organize work to ensure procurement of materials and services in a timely and cost-effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills;
7. Must possess ability to learn technical specifications and terminology, complex procurement regulations, and keep up with changing departmental policies and procedures.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office with minimal climate control.

Tools & Equipment Used: Mainframe computer, telephone, copier, fax, calculator, and other office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent. Minimum of two years of previous purchasing experience preferably in a government environment or any combination of related experience and education meeting minimum requirements.

OTHER SPECIAL QUALIFICATIONS

Knowledge of federal and DOE procurement regulations desirable. Driver's license required. General knowledge of personal and mainframe computer use.