

<b>Department:</b> Purchasing	<b>Reports To:</b> Purchasing Manager
<b>Location:</b> Lakeland	<b>Revised:</b> November 2022

**JOB SUMMARY:**

The position of Buyer I is key at Barney's Pumps to ensure that correct items are purchased for our customers and facilities. This position requires a proactive personality while serving the needs of our organization and adhering to the policies and procedures outlined in our Quality Assurance Manual.

**ESSENTIAL FUNCTIONS:**

- Process, as needed, stocking replenishment purchase orders.
- Process, as needed, purchase orders that require special order pumps and miscellaneous items.
- Attach all special pricing agreements (SPAs), drawings and needed documents electronically to the purchase order in the computer system.
- Transmit purchase orders to supplier order entry personnel or enter purchase orders into supplier website / order entry portal.
- Assist with price updates and upload templates as directed by the Purchasing Manager.
- Assist with job duties of other Purchasing Department personnel when PTO is taken.
- Review all confirmations for purchase orders to ensure that all information is correct.
- Coordinate with Sales and Engineering as needed to ensure correct items are purchased.
- Coordinate with Warehouse personnel as needed.
- Help maintain all necessary office supplies for the day-to-day operations of all departments.
- Assist other Purchasing Department personnel as needed to complete tasks.
- Assist with cycle counts and yearend inventory.
- Process return goods authorizations and credits with suppliers.
- Receive and process supplier invoices.
- Assist with basic building maintenance.
- File Purchasing Department paperwork daily.
- Help ensure competitive pricing from suppliers through negotiation or other means.

**TRAVEL:**

- Not applicable.



## Buyer I

### EDUCATION:

- High School Diploma or Equivalent.

### WORK EXPERIENCE:

- Administrative experience required.
- Preferably 1 – 2+ years of knowledge with purchasing and inventory functions, subject to managerial discretion.

### LICENSES AND CERTIFICATIONS:

- Must maintain valid driver's license and insurability.

### SKILLS AND ABILITIES:

- Ability to communicate effectively.
- Excellent verbal and written communication skills.
- Ability to organize and prioritize.
- Familiarity with Microsoft Office products (Word, Excel, Outlook, etc.).
- Ability to stand, walk and sit of extended periods of time.
- Ability to climb stairs and work in office and warehouse / shop environments with temperatures ranging from 50°F – 95°F.