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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | PURCHASING AGENT - GENERAL |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of purchasing agent (except wholesale, retail, and farm product) consists of purchasing machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. |
| QUALIFICATIONS & REQUIREMENTS: | * A college degree or equivalent;
* Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
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| TASKS: | * Analyse price proposals, financial reports, and other data and information to determine reasonable prices;
* Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action;
* Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes;
* Maintain and review computerised or manual records of items purchased, costs, deliveries, product performance, and inventories;
* Monitor and follow applicable laws and regulations;
* Monitor shipments to ensure that goods come in on time and resolve problems related to undelivered goods;
* Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives;
* Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services;
* Purchase the highest quality merchandise at the lowest possible price and in the correct amounts;
* Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |