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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |