Job Title: Buyer I

BCAT Code: 09LX31  Effective Date: April 1, 2007
Pay Grade: G11   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Procures a limited variety of commodities and/or services that are not highly technical or complex. May participate in the administration of procurement contracts.

Examples of Duties
- Reviews purchase requisitions for adequate specifications and information.
- Assists in ensuring that procurements are in compliance with laws, policies and procedures.
- Assists in comparing costs and evaluating the quality and quantity of supplies, materials, and equipment.
- Maintains purchasing records, such as purchase price, etc.
- Conducts pre-bid/proposal conferences.
- Verifies the quantity and quality of the purchased materials.
- Authorizes the payment of invoices.
- Assists with developing and issuing Invitations to Bid (ITBs).
- Monitors and expedites the delivery of purchased materials.
- Reviews and approves/execute Requests for Quotation (RFQs).
- Serves as liaison between the vendor and departmental personnel.
- Provides audit assistance of Purchase Card transactions.
- Monitors and maintains information on vendors and their associated performance.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of entry level purchasing practices and procedures.
- Knowledge of University policies and procedures.
- Knowledge of various products and services.
- Effective communication skills.
- Effective organizational skills.
- Ability to interpret contractual documents.

Minimum GSU Hiring Standards
Bachelor’s degree in Business Administration or a related field and one year of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.