General Description
Procures a wide variety of routine and complex services/commodities. Participates in the administration of procurement contracts. Trains and supervises lower level Buyer staff.

Examples of Duties
- Formulates a procurement strategy in alignment with University policies and objectives.
- Organizes and leads purchasing project teams to ensure that procurement needs are met.
- Writes, evaluates, and reviews purchase requisitions for adequate specifications and information.
- Ensures that procurements are in compliance with laws, policies and procedures.
- Compares costs, and evaluates 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 purchased materials.
- Authorizes the payment of invoices.
- Develops and issues Invitations to Bid (ITBs).
- Researches product or service lines, prices, product sources.
- Monitors and expedites the delivery of purchased materials.
- Reviews and approves/executes Requests for Quotation (RFQs), Requests for Information (RFIs), Requests for Proposal (RFPs), and contracts.
- Serves as the 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 advanced 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 three years 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.