

Buyer Assistant Job Description

- Schedules the purchase of large quantities of raw materials and other products
- Monitors spending levels to maintain purchasing budgets
- Maintains records to trace the expenditure on different supplies
- Reviews inventory records for accuracy and completeness
- Coordinates with vendors to determine quality and quantity of orders, delivery schedules, shipping dates, etc.
- Keeps track of information pertaining to employees' personal requests for services from consumer goods companies and other suppliers, such as long-distance telephone service, airline tickets, etc.
- Maintains records of all purchases made by the company
- Recommends improvements in purchasing procedures and practices
- Advises vice presidents on difficulties in their areas of responsibility
- Acts as a liaison between the purchasing department and others in the organization.
- Prepares reports and other documents for the President, Vice President of Operations, etc.
- Assists with writing and preparing contracts which specify purchase requirements
- Leads meetings at which price lists for various items are established or changed
- Maintains records of every purchase made by the company
- Orders all necessary supplies from suppliers, arranges shipments of supplies to be sent to customers or warehouses, and keeps records of supplies ordered and shipped.