

# Buyer Job Description

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- Source and purchase materials
- Prepare paperwork so supplies and parts can be shipped
- Verify barcodes and shipping information
- Arrange transportation and delivery
- Invoices and maintain shipping documents
- Carry out procedures involving quality control and assurance
- Perform on-site inspections
- Track and control inventory levels
- Oversee inventory records
- Establish vendor relationships
- Maintain vendor files
- Maintain purchasing and inventory records
- Review product specifications and requirements
- Provide purchasing assistance to management.