

# Senior Buyer Job Description

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- Negotiates with sellers to find the best sales price and may include bid prices and negotiation techniques, plus review of written documents
- Conducts negotiations with other buyers to determine a sales price when more than one buyer is interested in a particular item
- Acquires information concerning an item's condition, type, rarity or value
- Prepares data for financial records: invoices, purchase orders and other related documents
- Orders new acquisitions or items from a catalog
- Prepares purchase orders and shipping documents for the shipment of acquisition to other offices or locations: receives shipping information, such as insurance values, cost of packaging and necessary equipment for delivery, and verifies that all items ordered arrived in good condition
- Performs financial analysis to determine savings, calculates quantity discounts and negotiates the best sales price when purchasing large quantities of goods
- Prepares and maintains accounts receivables by receiving, verifying, and settling payments
- Arranges payments through bank drafts or money orders to purchase items
- Prepares documentation necessary for billing customers, such as invoices, order details and shipping documents
- Assist in shipping by organizing shipments, including shipping materials and equipment for the shipment of items from the office to customers' locations: assists packers and receivers with packaging and labeling of shipment materials; arranges for the transportation of shipment from the office to consignee's location; makes recommendations regarding insurance coverage when sending valuable items; arranges insurance coverage when sending fragile or valuable items by air, surface or ocean shipment
- Maintains inventory that includes verifying inventory levels, choosing new items, returning expired items or obsolete merchandise.