

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: BUYER ASSISTANT

Reports To: Designated Supervisor

UW Job Code: 4072

UW Job Family: 41 - Secretarial/Clerical Support

SOC Code: 43-3061

FLSA: Non-exempt

Pay Grade: 17

Date: 11-6-06

JOB PURPOSE:

Assist in purchasing and expediting requested supplies, equipment and other materials for University departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in developing and preparing bid specifications for requested materials and equipment based on information from trade journals, manufacturers' catalogs and sales representatives; prepare bids and/or contracts.
- Assist University personnel with gathering information about suppliers, manufacturers, and the like; interpret University policies and regulations concerning bid procedures.
- Determine potential vendors, place orders, maintain vendor information, and provide administrative assistance.
- Expedite orders for department(s) to ensure timely delivery; expedite payments for vendors/suppliers; settle disputes including unsatisfactory merchandise, shipping, and payment problems.

SUPPLEMENTAL FUNCTIONS:

- Research new product development for most effective and satisfactory merchandise.
- May consult with departments to help develop a thorough analysis of supplies and equipment needs.

COMPETENCIES:

- Attention to Detail
- Collaboration
- Conflict Management

- Independence
- Judgment
- Initiative

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Purchasing functions.
- University accounting procedures.
- Cost analysis techniques.
- Research methods and techniques.
- University policy interpretation and implementation regarding bid procedures.
- Customer service methods, techniques and practices.
- Dispute settlement methods and techniques.
- Bid development based on research and provided information.
- New products and developments in area of expertise.
- Departmental needs in area of buying function.
- Advanced techniques in spreadsheets and databases.

Skills and Abilities to:

- Effectively assess customer needs.
- Investigate and analyze information and draw conclusions.
- Analyze purchasing requests/orders for compliance with institutional procedures and the Wyoming state procurement code.
- Document work in progress.
- Work effectively with a wide range of constituencies in a diverse community.
- Evaluate procurement bids in accordance with established criteria.
- Prepare bids, requests for quotes, and proposals in compliance with University business policies and the Wyoming procurement code.
- Maintain accurate and complete records.
- Use independent judgment to manage and impart confidential information.
- Resolve customer complaints and concerns.
- Analyze and solve problems.
- Communicate effectively, both orally and in writing.
- Foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

DISTINGUISHING FEATURES:

Buyer Assistant: Assists all levels of Buyers in purchasing functions, acts as expediter for purchases, provides daily data entry of purchase requisitions, and provides other administrative support.

Buyer: Performs a wide variety of Buying functions including; making independent judgments, which may commit a significant amount of resources for the University. Interprets University policies and regulations concerning bid procedures. Purchases a wide variety of products and commodities.

Buyer, Senior: Acts as a senior-level authority for purchasing decisions. Acts as a liaison between the customer and vendor to facilitate the buying process. Purchasing functions pertain to technical research equipment or specialized equipment, materials and supplies, which require a high level of expertise and knowledge.

Buyer/Area Supervisor: Supervises an area of responsibility and performs the functions of a Buyer. Manages a significant level of inventory. Negotiates prices and contracts with vendors. Purchases a wide variety of products and commodities.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.