



# Job Description

## Procurement

### Position Summary

Reporting to the Manager Division, the buyers works closely with our internal and external business partners to assist with sourcing and procuring quotes for various goods and materials for all divisions within the organization

Responsible for administrative and financial related tasks for the companies purchasing needs, the Buyer manages various aspects of supplier products, ensuring quality and monitoring shipping costs for goods purchased. In addition, the incumbent provides necessary coordination for internal company purchases and authorizes the use of resources to help ensure efficient and effective buying practices, while maintaining accurate records of current and prospect suppliers and their performance.

The Buyer is responsible for exercising a high degree of confidentiality and professionalism, while building relationships and working closely with key stakeholders throughout all levels of the company.