



Job Specification

Job Title: Buyer I
BCAT Code: 433X AA
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Responsible for the procurement of a limited variety of commodities and/or services that are not highly technical or complex. May participate in the administration of procurement contracts.

Examples of Duties

- Reviews purchase requisitions for adequate specifications and information.
- Assist in ensuring procurements are in compliance with laws, policies and procedures.
- Assists in comparing costs and evaluating the quality and quantity of supplies, materials, and equipment.
- Maintains purchasing records such as purchase price, etc.
- Conducts pre-bid/proposal conferences.
- Verifies quantity and quality of purchased materials.
- Authorizes payment of invoices.
- Assists with developing and issuing invitations to bid.
- Monitors and expedites the delivery of purchased materials.
- Reviews and approves/executes RFQs.
- Serves as liaison between vendor and departmental personnel.
- Provides audit assistance of Purchase Card transactions
- Monitors and maintains information on vendors and their associated performance.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of entry level purchasing practices and procedures.
- Knowledge of university policies and procedures.
- Knowledge of various products and services.
- Effective communication skills.
- Effective organizational skills.
- Ability to interpret contractual documents.

Minimum GSU Hiring Standards

Bachelor's degree in Business Administration or a related field and one year of experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.