

## Buyer

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**Department:** BPO Customer Support  
**Reports to:** BPO Customer Support Manager  
**Location:** Newport News  
**Hours:** 40/week

### Summary

We are looking for a talented individual with proven skills that will grow with the team and become an asset to the company.

The Buyer role purchases materials, equipment, supplies and services of a specialized or complex nature in accordance with prescribed purchasing procedures. Reviews and analyzes purchase requisitions, interprets purchasing procedures to customers and vendors, verifies completion of purchase order, problem resolution, and reconciliation of invoices. They will act as a liaison between customer and Vendor. This position requires the use of initiative and independent judgement.

### Primary Responsibilities and Accountabilities

- Examine and analyze purchase requisitions for completeness and accuracy of information.
- Identifies and selects vendor to procure requisitioned commodities, meeting criteria such as price, quantity, quality, and delivery date and place orders.
- Review quotations for pricing, availability, incoterms, and payment terms.
- Negotiation of terms and pricing to obtain the lowest price possible while meeting customer's payment terms.
- Manage and update estimated ship dates within 4 working days of the date of the purchase order.
- Keep ship dates up to date till product ships. Ship dates should never expire.
- Obtain tracking information.

### Skills and Experience

- Knowledge of purchasing practices and procedures
- Excellent verbal and written communication skills.
- Customer service background
- Skills in establishing and maintaining effective working relations.
- Proficiency with computers
- Eagerness to learn and work hard.
- Proactively find solutions to problems.
- Team play with professionalism under pressure.
- Good attendance and attention to detail.
- Negotiation skills for pricing and terms.
- Great organizational skills and ability to multi-task.

This job description is a guide to the principal, current duties of the job. It does not form part of the contract of employment. These duties and responsibilities are indicative and not exhaustive. We may adjust from time to time to reflect the changing needs of the organization. We expect you to adopt a flexible approach to your role but will consult you about significant changes.

To apply for this position, please forward a Resume/CV and covering letter to [HR-US@proactis.com](mailto:HR-US@proactis.com)