

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Senior Buyer

JOB CODE : 002463

DATE PREPARED : December 3, 1990

Revised: April 15, 1994

SUMMARY STATEMENT

The Senior Buyer procures large dollar value procurement actions such as items of major equipment, scientific cable, services of consultants, service and construction subcontracts; and negotiates the rental or lease of equipment and facilities at the lowest possible price consistent with considerations of quality and urgency of need.

DIMENSIONS

The incumbent has contributory impact upon purchases in multimillion dollar volume and has contractual authority up to \$25,000. This position reports to a Purchasing Agent or Chief Purchasing Agent and works with minimum supervision. The incumbent may have direct supervisory responsibility.

NATURE AND SCOPE

1. Coordinates purchases of technical and specialized products required for drilling, coaxial and signal cable, electronic systems, casing, special design fabrications, large construction and service subcontracts, rental or lease of equipment and facilities, and services of consultants;
2. Develops and issues requests for proposals to manufacturers, construction and service contractors, landlords, lessors, and/or consultants;
3. Schedules, conducts, and documents preproposal conferences;
4. Ensures that quality requirements have been met and informs Purchasing Agent of quality activities;
5. Ensures that hazardous material procurement documents are properly identified and coded to aid Traffic Section of the Procurement and Property Management and Supply and Property Management Departments in shipping and receiving hazardous materials;
6. Secures cost and pricing data and coordinates audit requirements; negotiates contract prices in accordance with cost principles;
7. Obtains and negotiates small and small, disadvantaged business subcontracting plans to meet and accomplish DOE goals;
8. Selects sources and coordinates evaluation of suppliers or subcontractors in accordance with DOE and Company procurement policies and regulations;
9. Administers purchase orders, rental agreements, lease agreements, and consultant agreements to ensure seller compliance with contract terms and conditions;
10. Assists Purchasing Agent in training lower-level personnel on an as-needed basis;

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11. Locates and promotes new sources of supplies through current knowledge of market and product development;
12. Develops and maintains necessary records and files for efficient operations;
13. Promotes and implements small businesses; small, disadvantaged businesses; women-owned businesses; and labor surplus area programs;
14. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
15. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking throughout office areas for short distance;
2. Constant sitting at desk while operating computer, completing paperwork, using telephone, etc;
3. Occasional lifting/carrying paperwork, supplies, or files up to 15 pounds;
4. Occasional push/pull in opening doors or file drawers exerting up to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.;
7. Constant use of sight abilities in reading paperwork, computer screen, etc.;
8. Constant use of speech/hearing abilities in communicating with sales representatives, vendors, coworkers, and supervisors, both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of contracts and purchase orders are completed in accordance with Company policies and procedures and are negotiated in an efficient and cost-effective manner;
2. Must possess independent judgement, initiative, and ability to work with minimal supervision;
3. Must possess excellent oral/written communication skills, negotiating, and interpersonal skills in dealing with suppliers and vendors in a professional and effective manner;
4. Must be able to work under pressure with frequent interruptions, multiple priorities, and meeting strict deadlines;
5. Must be able to plan, prioritize, and organize work to ensure procurement of materials and services in a timely and cost-effective manner;

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6. Must be able to read/write/speak English and possess basic mathematical skills;
7. Must possess ability to learn technical specifications and terminology, complex procurement regulations, and keep up with changing departmental policies and procedures.

PRINCIPAL CONTACTS

The incumbent has frequent contact with distributors, manufacturers' representatives, construction subcontractors, and service subcontractors in negotiating or expediting purchase orders and subcontracts. Contact is also maintained with technical, administrative, contract administration, and legal personnel within the Company in regard to matters related to contracts.

WORKING CONDITIONS

General office conditions exist most of the time; however, occasional travel is also required.

REQUIRED WORK EXPERIENCE

This position requires six years of applicable buying experience which has provided a thorough working knowledge of procurement procedures and practices, particularly relating to a wide variety of complex, large, government contracts and familiarity with technical specifications and terminology sufficient to negotiate and administer the provisions of contracts. Experience with an automated procurement and/or materials management system is desirable.

REQUIRED TRAINING

This position requires high school graduation plus advanced vocational training, or the equivalent.

OTHER SPECIAL QUALIFICATIONS

None.