



## Savannah State University Position Description – Buyer II

### ***POSITION DESCRIPTION***

Position Title: Buyer II FLSA Status: Exempt  
Reports to: Director Administrative  
Department: Business Services  
Date Prepared: June 2003

### ***BASIC FUNCTION***

The position's function is to process and obtain the supplies, materials and equipment needed to ensure smooth operation of the university. The goal is to do this in the most timely and cost effective manner possible.

### ***NATURE & SCOPE***

Reporting to the Procurement Supervisor, this position plays a key role in the overall procurement and purchasing function at Savannah State University.

The Buyer II will take care of all steps in the purchasing process for specific approved purchase requests. This includes verifying prices and soliciting bids from vendors.

This position provides clerical support for the function when needed and maintains vendor files and follows-up on all required paperwork that is assigned to the procurement project.

This position also assists in the registration process by collecting student fees.

### ***PRINCIPAL ACCOUNTABILITIES***

- Reviews purchase requests from the departments, verifies prices, solicits bids if necessary; forwards to budget, upon budget approval, processes and dispatches to vendors, follows-up on delivery.
- Provides customer service for departmental inquiries or issues.
- Maintains vendor files, researches purchase orders; i.e., delivery status, payments, etc.; maintains minority vendor information and attends purchasing workshops.
- Performs general clerical duties pertaining to purchasing; i.e., photocopying, typing, filing, answering phones.
- Performs other duties as assigned; i.e., cashier during student registration, assisting in issuing students refund checks and other related duties as necessary.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a four-year college degree; computer literate with good communications skills.