

## MORGAN STATE UNIVERSITY JOB SPECIFICATION



### **BUYER ASSOCIATE**

Class Code: N1158  
Pay Range: 09

FLSA Code: N/E (Non- Exempt)

### **JOB SUMMARY:**

Under general supervision, performs specialized administrative duties in support of a buyer or buying team such as identifying sources of supply, preparing procurement documents and reports, scheduling deliveries and shipments, and issuing orders. May be required to supervise clerical personnel.

### **PRIMARY DUTIES:**

1. Solicits telephone quotes. Places and expedites small procurement orders. Obtains necessary approvals from campus control departments (e.g., sponsored programs, safety office). Schedules deliveries and shipments.
2. Responds to complex inquiries regarding the application of procurement policies and procedures. Assists clients in completing procurement forms and transactions.
3. Screens inquiries from vendors regarding bids, bid agenda, and bid results
4. Provides training and direction to other support staff on work assignments; coordinates procurement clerical activities.
5. Researches and consolidates data to prepare lists of bidders, and product descriptions or preliminary specifications for commodity items within assigned areas.
6. Receives, and assists in processing and distributes requisitions, purchase orders, and other procurement documents. Verifies completeness, accuracy and consistency of data and related reports.
7. Supports preparation of complex invitations for bid and requests for proposal. Attends and records results of formal bid openings. Performs mathematical computations and prepares spreadsheets for bid evaluation.
8. Prepares routine correspondence as well as specialized and recurring reports.

**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** High School Diploma

**EXPERIENCE:** Four years related work experience.

**REQUIRED KNOWLEDGE/ SKILLS/ABILITIES:**

General knowledge of procurement or related business procedures that include complex technical routines; of basic mathematics, including ratios and percentages; sufficient to accurately perform mathematical business computations. Also general knowledge of modern office practices, procedures, systems, and related software to facilitate assigned work; in organizing and executing multiple assignments under specific time constraints. Ability to communicate effectively both orally and in writing; to prepare written records and reports; to understand and interpret procurement policies and procedures; to provide guidance and training to others; to maintain poise and courtesy under pressure; to handle confidential matters with discretion.

**Other:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class skills may be substituted for the education experience requirement on a year-for-year basis with 30 college credits being equivalent to one-year experience.