BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Buyer

DEPARTMENT: Finance

FUNCTION: Purchases goods, materials and services required by various College divisions and departments in accordance with institution policies and procedures.

REPORTS TO: Assistant Director of Purchasing and Services

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Arranges contacts with established and/or potential vendors or contractors.
2. Purchases materials, equipment, supplies and services and negotiates pricing in accordance with the requirements set forth in duly authorized requisitions.
3. Establishes and maintains current records of supply sources and disseminates new product availability information to all interested parties.
4. Develops a group of carefully selected and reliable suppliers; regularly searches for new and improved sources of supply.
5. Conducts the sale of surplus or excess materials to the highest bidder as prescribed and approved by the State Department of Higher Education.
6. Administers and monitors purchase orders and contracts to assure timely deliveries and compliance with specifications.
7. Performs additional tasks or duties as assigned by the Assistant Director of Purchasing and Services or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning
**Education:** High School Diploma or the equivalent is required; Associate’s or Bachelor’s Degree preferred.

**Experience:** Minimum of 1 year of experience in a purchasing function required; exposure to educational purchasing function preferred.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: __________________________  Date: ____________
Name/Title

Approved by: __________________________  Date: ____________
Name/Title

Reviewed by: __________________________  Date: ____________
Human Resources

Board Approval: ________________________  Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**