

## **POSITION DESCRIPTION**

### **Senior Buyer/Purchasing & Receiving Supervisor**

Reports to: Supply Chain Director

Position Status: Non-Exempt

Supervises: Shipping & Receiving Clerk

Effective Date: 7/1/18

## **GENERAL SUMMARY**

The Senior Buyer reports to the Supply Chain Director and is responsible for all purchasing activities to include sourcing of good and supplies, equipment and vendor management. Additionally this position will be responsible for the coordination and oversight of the Shipping and Receiving Clerk daily activities.

## **DUTIES AND RESPONSIBILITIES**

1. Develop, lead and execute purchasing and receiving strategies and assists Supply Chain leadership in the adherence of standards of practice.
2. Track, analyze and report department purchasing needs and practices so as to aid in the reduction of expenses and improve operational effectiveness. Reviews supply, equipment and service sources and advises managers and supervisors on purchasing matters.
3. Partner with stakeholders, business partners and vendor so NKC can access and utilize designated Group Purchasing contracts and locally negotiated contracts for purchasing compliance; purchases supplies, equipment and services; and is responsible for maintaining vendor books, files and catalogs.
4. Coordinates and/or performs Supply Chain troubleshooting and expediting functions; and is responsible for communications with department heads, Supply Chain Leadership, and other personnel.
5. Establish and maintain effective working relationships with Production Supervisor and Warehouse Supervisor.
6. Oversee incoming and outgoing supply activities to ensure accuracy, completeness, timeliness and condition of shipments. Performs relief assignments and collaborates with Supply Chain Leadership in developing and maintaining the MMIS for data integrity, inventory planning and purchasing fields.
7. Performs other duties and responsibilities as may be required and provides staff guidance on industry and operational standards.

8. Work collaboratively with customer and business partners and business office for productive and cost effective procurement methods that are in compliance with standard accounting principles.

### **PLANNING**

The position is responsible for planning, purchasing and receiving activities and work flow, developing improved purchasing systems and sources of supply, and working with department heads to plan purchasing programs. These plans are based on established procedures and practices.

### **SUPERVISION and COORDINATION**

The position will be responsible for supervising the Shipping and Receiving Clerk. It is responsible for coordinating purchasing and receiving programs with other NKC personnel. This applies to employees and supervisors in other departments, dialysis facilities and affiliated organizations, and the Northwest Kidney Centers Foundation.

### **EXTERNAL CONTACTS**

This position has heavy external contacts with vendors, suppliers, purchasing groups, shippers, and other organizations or persons involved in supply chain activities. These contacts are required to research and plan purchasing services; negotiate and/or order supplies, equipment and services; and to performing expediting, troubleshooting and communications tasks.

### **DECISIONS**

The position is responsible to the Supply Chain Director for decision-making required to perform purchasing and receiving duties and responsibilities. These decisions are based on established procedures and practices. Typical decisions include: determining status of orders and deciding how to expedite situations; making sure Supply Chain procedures are observed; following industry standards for shipping and receiving; and researching questions on substitutions to meet department needs.

### **JOB CONDITIONS**

1. Must be able to communicate effectively in English on the phone, in writing, and in person.
2. Knowledge of use for Microsoft Office i.e. (outlook, word, excel). Must be able to demonstrate use of appropriate software after training.
3. Duties and responsibilities are performed in a warehouse and office environment. The Senior Buyer position is not substantially exposed adverse environmental conditions. Must have a valid Washington State driver's license.
4. Physical activities require the ability to climb, balance, stoop, kneel, crouch, crawl; reach; stand, walk; push, pull, lift; fingering, grasping,

feeling, hearing; and repetitive motions of hands, wrists, fingers. Eye-hand coordination must be very good.

5. The physical requirements include the ability to lift/move objects weighing up to 50 pounds occasionally, and lift/move objects weighing up to 20 pounds frequently.
6. Visual acuity is required to read, work on computer, and analyze numerical data.

### **CUSTOMER SERVICE STANDARDS**

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

### **EDUCATION AND EXPERIENCE**

The Senior Buyer should have a 4 year college degree pertaining to business, purchasing or Supply Chain management and a minimum of 2 years Supervisory experience with shipping and receiving. Additionally this candidate should have the equivalent of two years previous buying and purchasing experience, preferably in healthcare.

### **REVIEW AND APPROVAL**



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Vice President of Finance

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7/1/18

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Date



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Vice President of Human Resources  
& Chief HR Officer

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7/1/18

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Date