JOB DESCRIPTION

Materials Management Buyer

**Definition of Class**
This position is responsible for the procurement of supplies, materials, equipment, services and inventory control for a large or complex department. The incumbent maintains equipment, supply inventory, and stock room accounts, negotiates with representatives from standard vendors, exercises ability to view potential new vendors, ensures compliance with contracts and purchasing guidelines, monitors credit card purchase activity, maintains knowledge of purchasing guidelines and requirements, advises faculty and staff on policies and procedures for large expenditures, and provides supervision and guidance to support staff. Position reports to the departmental chair or director.

**Examples of Work Performed**
Manages stockroom accounts, equipment and supply inventory.

Determines accounts used for purchases and creates tracking reports to determine account expenditures. Adjusts accounts by preparing journal entries for the transfer of funds.

Advises faculty and staff with procedures for large expenditures and use of state contracts when required.

Negotiates with representatives from standard vendors and exercises the ability to view potential new vendors. Interviews new vendors and researched discount possibilities and product lists. Views products lines in consideration for substitutions that may reduce cost.

Conducts inspections to ensure purchases are properly identified in inventory reports. Updates the inventory list through SAP and prepares inventory reports.

Supervises package delivery, ensuring proper handling of hazardous and/or temperature sensitive materials.

Monitors and maintains building safety and maintenance of facilities. Maintains information on location and methods for storage of toxic chemicals. Determines the need for and initiates manual and/or electronic building lock down in the event of an emergency situation.

Acts as building mayor. Places notifications through SAP to address building maintenance issues and tracks progress of requests. Ensures preventative maintenance of ventilation equipment is conducted.

Oversees credit card purchasing for the department, enters transactions into SAP, maintains purchase documentation records, identifies and codes purchases to the proper General Ledger account.

Composes technical letters, memos and other similar documents necessary to meet state compliance.

Supervises stockroom staff and lab assistant to ensure safe product transfer from the stock room to teaching labs. Monitors the use of trial products and addresses lab manager’s scrutiny of these products. Returns products or recommends products for future purchase.

Performs similar or related duties as assigned or required.
**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the procurement of supplies, materials, equipment, services and inventory control for a large and/or complex department.

2. Provides supervision and guidance to support staff.

3. Monitors and maintains building safety and maintenance of facilities

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, feel objects, tools, or controls. The incumbent is occasionally required to stand; walk; or sit; maintain balance; reach with hands and arms; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited four-year college or university.

- **Experience:** Two (2) years of experience related to the above described duties.

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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