

**DOMINION ELECTRIC SUPPLY CO.**

**POSITION DESCRIPTION: BUYER / VENDOR SPECIALIST**

**Date Prepared: August 27, 2021**

We are seeking a driven and detail-oriented Buyer to be responsible for purchasing quality products for our business. Your responsibilities will include processing purchase orders, negotiating with suppliers, tracking orders, maintaining an inventory, quality assurance and communicating with inventory teams and management. The buyer will work with staff across departments to forecast the needs of the business and make purchase decisions based on demand.

The Buyer should be analytically minded and possess excellent negotiating skills to secure the best prices according to budget. Knowledge of sales and marketing principles is advantageous.

We offer a hybrid work schedule, including the ability to work remotely several days per week.

**Buyer Responsibilities:**

- Review purchase requisitions and convert them to purchase orders with commitment dates.
- Examine and manage open purchase orders to ensure accuracy of costs, expected delivery dates, vendor terms, and other relevant information.
- Communicate with internal customers, the status of orders and expected delivery dates, on open purchase orders.
- Build relationships with suppliers and negotiate with them for the best pricing.
- Maintain inventory levels in a multi-branch environment, for assigned product category.
- Maintain and update ERP system information.
- Analyze market trends and apply this knowledge to make insightful buying decisions.
- Coordinate with inventory team, management, and warehouses as required.
- Assess quality of stock received and escalate any discrepancies to suppliers and management.
- Partner with internal customers as well as suppliers to develop and initiate process improvements.

**Buyer Requirements:**

- Bachelor's Degree in relevant field.
- Relevant experience preferred.
- Excellent computer skills (Excel, Microsoft Office).
- Proficient in appropriate software.
- Critical thinking and negotiation skills.
- Strong communication skills, both written and verbal.

To apply, email a resume and cover letter Director of Human Resources Megha Singh at [msingh@dominionelectric.com](mailto:msingh@dominionelectric.com) or visit [dominionelectric.com/careers](http://dominionelectric.com/careers) for more information and to download an application.