	<b>Buyer</b>  <b>Job Description</b>		<b>Document Number:</b>  JD-SS-08.01
	<b>Department:</b> Materials Management	<b>Effective Date:</b> November 14, 2016	<b>Revision No</b> 0

## I Reason for Existence

The Buyer is responsible for sourcing out for suppliers on his assigned group of materials, receives approved purchase requests and prepares purchase orders. He / She ensures proper documentation on supplier accreditation process and observes proper records management as prescribed by Quality Assurance Department.

## II Duties and Responsibilities

1. Source out for suppliers and qualify them for accreditation based on price, credit terms, quality and reliability.
2. Receive Purchase Requests with complete signature of approvers and stamps date of receipt to monitor submission dates to MMD.
3. Prepares Purchase Orders

### For Regular Items


In preparing purchase orders for office supplies and operating supplies, where, price is stable, use the supplier with the overall lowest price.

### For Non-Regular Items

In preparing purchase orders for non-regular items e.g. desktop/laptop and furniture, source for at least three (3) suppliers and compare price, credit terms, quality and reliability. Recommend supplier offering the best deal and process Purchase Order.

**DDC:** *Please refer to printed files for signatures of approvers.*

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4. Monitors the fulfilment of all Purchase Orders for approval and sent to suppliers for delivery.
5. Upon receipt of fixed asset delivery (e.g. desktop/laptop, furniture), prepares and prints asset label, sticks on the asset and records the item on the fixed asset inventory file before issuing to the requesting department.
6. Prepares request for payment after the receipt of goods or services and submits to Finance Department for processing.
7. Requests Statement of Account from suppliers for at least twice-a-month to assist both F2 Global Logistics Finance and Supplier in processing payment on time.
8. Prepares and/or consolidate reports such as, but not limited to Leaders' Meeting presentation material, ACCH and Management Committee report materials.
9. Perform any other function as assigned by his/her immediate leader.

### III Minimum Qualifications

1. Graduate of any business or other related courses
2. Proficient in Windows-based applications (Word, Excel, and PowerPoint)
3. Good written and oral communication skills
4. Adept in numeric analysis, has problem solving skills, detail-oriented and improvement-oriented.
5. Possesses organization and time management skills and can manage stress

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