

Perform Air International Inc.

Att.54.03 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	07/30/2012	Revised for additional responsibility
2	08/16/2013	Revision to Experience.
3	03/31/2017	Revision to Department Manager.
4	01/31/2019	Revision to Grade Level and Department Manager and addition of Division Manager.
5	10/31/2019	Revision to Duties, Responsibilities and Authority
6	10/31/2021	Revision to Grade Level
7	12/16/2022	Revision to Division Manager
8	10/06/2023	Revision to Division Manager
9	09/26/2024	Revision to Qualifications

Position Title: Buyer

Grade Level: 13-1020-06

Exemption Status: Non-Exempt

Department: Purchasing

Division Manager: Executive Vice President of Supply Chain Management

Department Manager: Purchasing Manager

Immediate Supervisor: Purchasing Manager

Duties, Responsibilities and Authority:

This position is responsible for ensuring that all maintenance requirements and customer contracts are met, and that customer satisfaction is obtained.

This position may be required to assist the Expeditor with confirming and expediting purchase orders. This position has responsibility for developing relationships with our vendors. This interaction may take place on the telephone or at our facility.

This position assumes responsibility to source the required product and assist the Purchasing Manager in obtaining a quality product in a timely manner to accomplish customer requirements.

This position has the responsibility to analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Compile information and records to initiate Purchase Orders for procurement of materials and services.

The Purchasing Manager may assign additional responsibilities of this position at any time.

Qualifications:

Education: *High School completion or equivalent plus one of the following Experience or Training requirements fulfilled.*

Experience: *One year experience in a purchasing or customer service role.*

Training: *One-year in-house employment, and documented training records of at least 50 hours*