



## **Terms and Conditions for Job Descriptions**

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# [COMPANY NAME] JOB DESCRIPTION

**Position:** Purchasing  
Managers

## **Job Description:**

Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services.

## **Job Tasks:**

- Analyze market and delivery systems in order to assess present and future material availability.
- Control purchasing department budgets.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Interview and hire staff, and oversee staff training.
- Participate in the development of specifications for equipment, products or substitute materials.
- Prepare reports regarding market conditions and merchandise costs.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Review purchase order claims and contracts for conformance to company policy.
- Review, evaluate, and approve specifications for issuing and awarding bids.
- Administer on-line purchasing systems.
- Arrange for disposal of surplus materials.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Maintain records of goods ordered and received.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Prepare bid awards requiring board approval.
- Represent companies in negotiating contracts and formulating policies with suppliers.

## **Required Knowledge:**

- **Administration and Management** -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Mathematics** -- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Economics and Accounting** -- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

### **Required Skills:**

- **Management of Personnel Resources** -- Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Speaking** -- Talking to others to convey information effectively.
- **Judgment and Decision Making** -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Coordination** -- Adjusting actions in relation to others' actions.
- **Mathematics** -- Using mathematics to solve problems.
- **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.
- **Management of Material Resources** -- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Management of Financial Resources** -- Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.

### **Abilities Required:**

- **Speech Clarity** -- The ability to speak clearly so others can understand you.
- **Mathematical Reasoning** -- The ability to choose the right mathematical methods or formulas to solve a problem.
- **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.
- **Number Facility** -- The ability to add, subtract, multiply, or divide quickly and correctly.

- **Category Flexibility** -- The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning** -- The ability to apply general rules to specific problems to produce answers that make sense.
- **Written Expression** -- The ability to communicate information and ideas in writing so others will understand.
- **Written Comprehension** -- The ability to read and understand information and ideas presented in writing.
- **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.

### **Job Activities:**

- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Monitoring and Controlling Resources** -- Monitoring and controlling resources and overseeing the spending of money.
- **Making Decisions and Solving Problems** -- Analyzing information and evaluating results to choose the best solution and solve problems.
- **Analyzing Data or Information** -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- **Communicating with Persons Outside Organization** -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or email.
- **Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Documenting/Recording Information** -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Processing Information** -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Organizing, Planning, and Prioritizing Work** -- Developing specific goals and plans to prioritize, organize, and accomplish your work.

I \_\_\_\_\_ acknowledge that I have read and understood this job description for the position of Purchasing Manager.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_