

Buyer

Salary Range:\$80,000.00 To 85,000.00 Annually

Industry: Commuter Rail Operations

Reports to:Procurement/ Contract manager

Position Summary:

The Buyer/Contract Specialist will be responsible for procuring goods and services, direct, coordinate purchasing and distributing materials, equipment, machinery, and supplies, for the organization by performing the prescribed duties of this position, including help the Contract Manager with contract creation and negotiation:

Description of Duties:

- Solicits and Evaluates proposals for the requested commodity and services.
- Prepare and issue purchase orders and change notices.
- Resolves discrepancies between Purchase Orders details and actual delivery.
- Analyze market and delivery conditions to determine present and future material availability and prepare market analysis reports.
- Review purchase order claims and contracts for conformance to company policy.
- Verify nomenclatures and specification of purchase requests.
- Consult the internet, catalogs, and interview suppliers to obtain prices and specifications.
- Create purchase orders and send copy to suppliers and requesting departments, verify total cost of item purchased.
- Negotiate the lowest possible cost for commodities while balancing optimum quality and schedule needs.
- Ensure the safety of workers and adherence to all safety procedures and rules. Ensure work is completed on or before deadlines.
- Assist the Contract Manager with creating and negotiating contracts, ensuring compliance with legal and company standards.
- Assist with the entire contract lifecycle, ensuring compliance with terms and conditions, and addressing any issues that arise.
- Collaborate with internal departments to understand procurement needs and provide effective solution.
- All other duties as assigned.

Qualifications:

- Bachelor's degree (B.A.) from a four-year college or university. Typically requires 2-4 years previous buying experience, preferably in Commuter Rail operations.
- Strong analytical skills and the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume.
- Ability to solve practical problems and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Skill in establishing and maintaining effective working relations as well as verbal and written communication.
- Expertise in using Microsoft Excel and Word.
- Ability to learn a variety of computer programs.
- Previous experience with AssetWorks Enterprise Purchasing a plus.
- Must be eligible to work in the U.S. and successfully pass a pre-employment background check
- Must be able to pass a pre-employment physical.
- Must pass a pre-employment drug and alcohol test and be willing to comply with the DTO Drug and Alcohol Policy.
- Must have a valid Colorado driver's license