

Job Description

Job Title: **Buyer**

Level: District Operations

Reports to: Director – Supply Chain

Original: January 2, 2018

FLSA Classification (US Only): Non-Exempt

EEOC Classification (US Only): Administrative

Last Revision: September 14, 2018

Purpose

Procurement and expediting of goods and services for compression related projects in the natural gas compression service industry. Specifically providing support for turnkey projects containing piping and gas components. Procurement negotiation is an essential aspect of the position. Essential duties include continuity of the Vendor and Item Master maintenance records.

Duties and Essential Functions

1. Check, and Receive all incoming requisitions
2. Fax or E-mail out RFQ's to vendors for price and availability
3. Receive and evaluate bids by price, delivery, payment terms, and completeness of bids, FOB point and determine if AFE's, Hold Harmless agreements and Insurance Certificates are required.
4. Clarify and resolve any unidentifiable items with the Operations and /or Maintenance to insure correct material is received
5. Review all bids and select successful vendor while keeping in mind price, delivery and method of shipment i.e. UAF, RAF, and ROF
6. Create and assign Purchase Order and verbally advise the Vendor of Purchase Order Number, Shipping Instructions, Confirm Delivery, Part Numbers and Manufactures Number.
7. Print out purchase order, review for errors and submit to Purchasing Manager for Physical and Electronic Approval.
8. Resolve any and all material receipt and invoice discrepancies
9. Expedite all open orders
10. Co-ordinate shipping schedules with Operations and freight forwarders
11. Maintain Good relations and communications with Vendors, Freight Forwarders, and Operations Personnel
12. Provides purchase requisitions and purchase orders for goods and services in a timely manner as required; secures additional information on departmental needs and may prepare recommendations on vending sources
13. Secures goods for inventory; process supplies requisitions received from departments; processes purchase orders, requisitions and accompanying invoices for payment on inventory items.
14. Secures goods for stores inventory; process supplies requisitions received from County departments; processes purchase orders, requisitions and accompanying invoices for payment on stores inventory items.
15. Accepts deliveries and reviews orders received for accuracy and condition of merchandise; performs liaison between departments and service representatives for maintenance and repair work on photocopy machines, vending machines and other office equipment.
16. Maintains computerized inventory records, which includes tabulating and recording data on inventory costs and supply levels to ensure an accurate and cost efficient inventory of supplies.
17. Routinely interprets the Purchasing Policy; seeks new vendors who may qualify to do business and identifies vendors for purchases.
18. Requires frequent contacts with vendors and other designated purchasing staff.

HSE Essential Functions

1. Recognizes and complies with Health, Safety and Environmental rules and policies that are applicable to each location.
2. Candidate must have excellent safety record, implement company safety program, and positive safety attitude.
3. Participate fully in the Job Safety Analysis (JSA) program.
4. Participate in Behavior-Based Safety programs (BBS).
5. Report all incidents immediately to supervisor.
6. Participate fully in ARKOS's incident reporting and investigation program.
7. Participate fully in site specific Emergency Action Plans.

Job Requirements

Education:

- A bachelor's degree with 5+ years of experience, a combination of education and experience, or equivalent experience. Certifications preferred

Experience:

- Oil & gas industry experience, specifically in the compression service industry a plus
- Must be familiar with product line.
- Ability to read and interpret documents such as price lists, catalogs, requisitions, vendor quotes and invoices

Skill Requirements:

- Must be able to communicate with internal and external customers
- Excellent problem solving skills and detail-oriented.
- Excellent written and oral communication skills.
- Good organizational skills and ability to prioritize multiple tasks in order to meet schedules.
- Highly proficient in Microsoft products including Word, Excel, PowerPoint
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

This position will entail other duties as assigned.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job:

- The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear.
- Frequently is required to stand, walk, and sit. Minimal climbing and stooping required.
- The employee must occasionally lift 10 pounds and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision depth perception, and ability to focus.

Office/Sedentary Position

The working environment will generally be well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The employee should expect to be exposed to moderate noise levels such as business office computers and printers, light foot traffic, and telecommunications. Occasional overnight travel by land or air is expected. Travel to client's offices and Project sites may be required, periodically.