

I. Position

Purchasing Agent (7.2)

II. Related Titles

Purchaser

III. Essential Functions

Assists in the procurement of all food and beverage products, equipment, supplies, materials and other items needed for the club.

IV. Additional Responsibilities

1. Processes purchase requisitions from authorized personnel
2. Assists in the selection and evaluation of suppliers
3. Helps develop purchasing policies and procedures
4. Develops purchase specifications and performs make/buy, quality evaluation and other analyses
5. Maintains current files of suppliers, stock lists, catalogs, price sheets, etc.
6. Gathers information about market conditions and availability of materials
7. Knows current laws and regulations affecting purchasing tasks
8. Monitors purchase orders to assure that deliveries are correct and complete
9. Helps expedite purchase of needed products
10. Interacts with vendor personnel regarding shortages, price changes and related matters
11. Works with personnel to determine proper quality and purchase quantities
12. Helps to minimize losses from product or supply pilferage, spoilage or obsolescence
13. Utilizes procedures which minimize operating costs for purchase and storage of all products
14. Inspects storage areas
15. Monitors inventory records
16. Acts as a liaison between suppliers and all club departments
17. Compares suppliers' product quality, service dependability and costs
18. Creates goodwill for the club through effective supplier relations
19. Works with suppliers to solve operating problems
20. Helps to identify new products, materials and processes which are potentially useful to the club
21. Helps distribute bids, receive quotations and make purchase order decisions
22. Investigates supplier facilities
23. Interviews salespersons; places orders

V. Reports to

Director of Purchasing

VI. Supervises

No supervisory duties are included in this position