

UNIVERSITY OF WISCONSIN MEDICAL FOUNDATION

POSITION DESCRIPTION

Position Title: Purchasing Agent
Position Number: 11006
Reports To: Director of Facilities and Materials Management
Department: Materials Management
Date Last Updated: March 2010

Summary: Under minimal supervision from the Director of Facilities and Materials Management, the Purchasing Agent is responsible for the daily operation of centralized purchasing department and storeroom. The Purchasing Agent is responsible for the accurate processing of purchase orders, receipts, adding and updating stock and non stock products and pricing on People Soft software system. Responsibilities include purchasing of general and specialized medical and clinical supplies and equipment, consulting with vendors to research products, obtaining the best products at the lowest possible pricing from quotations, bids and contracts, initiating purchase orders, resolving discrepancies in orders, along with managing inventory levels, stocking and organizing inventory, and distribution to multiple clinics. This position requires close contact with clinic management for product information, price quotations and budget planning.

Qualifications/Requirements:

- Associates degree in business administration is preferred (equivalent experience may be substituted for educational requirements)
- Strong negotiation skills
- Minimum of 3-5 years experience in purchasing required
- Purchasing Manager Certification is preferred
- Proficient in People Soft or other Materials Management software applications
- Proficiency in Microsoft Office programs required
- Excellent analytical, interpersonal, and communication skills
- Strong customer service skills
- Strong organizational skills and attention to detail
- Ability to work independently with little supervision

Physical Requirements: Primarily medium work; exerting up to 50 lbs. of force occasionally, 20 lbs. frequently or 10 lbs. constantly

Physical Activity: Balancing, stooping, reaching, carrying, lifting, pushing, pulling, standing, walking, fingering, grasping, rapid working speed, talking/speaking clearly, hearing conversation, and seeing-near

Work/Environmental: Moderate noise level consistent with an office environment

Personal/Physiological: Interaction with people, varied repetitious operations, frequent changes in volume of work, and intra-organizational communication

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Position Responsibilities:

Essential

- Y 1. Initiate purchase orders and follow up of medical and non-medical products from numerous vendors.
- Y 2. Interview and communicate extensively with vendors to obtain product information, determine pricing, delivery, returns, back-orders, and credits in order to research alternate sources and comparable products.
- Y 3. Maintain familiarity with national buying groups and contracts.
- Y 4. Negotiate pricing contracts on products not on buying group contracts.
- Y 5. Works closely with clinical and departmental managers, staff, and vendors to research supplies and equipment; provide product information and pricing quotations.
- Y 6. Uses People Soft or other Materials Management Software for purchasing, receiving, distribution, maintaining, and adding product information. Train staff and coworkers with software and product selection.
- Y 7. Maintain active control over inventory levels by adjusting minimum/maximum levels, while keeping updated with current clinic demand and usage to provide an uninterrupted flow of materials, supplies and services required.
- Y 8. Maintain familiarity and understanding with medical and non-medical supplies and equipment to assist clinic staff.
- Y 9. Responsible for the purchase, distribution, and standardization of medical, lab, and non medical and computer supplies (i.e. forms, printing and brochures, signage, furniture, etc.)
- Y 10. Responsible for Medical Imaging supplies and ordering.
- Y 11. Research alternate sources of critical materials and services and select comparable products to those already being ordered in order to provide cost savings on either the product and/or freight expenses, to eliminate backorders from current suppliers, find improved products, latex free alternative products, etc.
- Y 12. Assist clinics with inventory control through review site inventory, adjusting and assisting with obtaining and maintaining realistic inventory levels and product standardization.
- Y 13. Distribute stocked and non-stocked supplies to all locations.
- Y 14. Maintain inventory, ensuring organization of storeroom.
- Y 15. Maintain good customer service while handling a high volume of phone calls and email correspondence.
- Y 16. Conduct special projects as assigned.

Other responsibilities:

Employee Signature: _____ **Date:** _____