



## Metso Paper Job Description

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<b>Job Title:</b>	Buyer I	<b>Department:</b>	Procurement
<b>Reports To:</b>	Procurement Manager	<b>FLSA Status:</b>	Non-Exempt
<b>Prepared By:</b>	Human Resources	<b>Approved By:</b>	Procurement Manager
<b>Approved Date:</b>	1/22/07		

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### Summary

Responsible for parts and consumable purchasing for selected suppliers.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Prepare, issue and follow-up on Purchase Orders.
- Liaison between Sales, Engineering, Manufacturing and the supplier.
- Supplier contact for questions concerning parts and consumables.
- Monitor supplier performance against business plans and objectives.
- Negotiate orders as needed.
- Maintain records as required.
- Responsible for improving quality and reducing costs for the products purchased.
- Assist Finance in the verification of supplier invoicing.
- Update ERP system (Baan) with purchasing information.
- Provide purchasing support to Facility and other support functions as necessary.

This job has significant environmental aspects requiring special care to prevent pollution.

### Supervisory Responsibilities

This job has no supervisory responsibilities.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

**Strategic Thinking** - Develops strategies to achieve organizational goals; Analyzes market and competition; Adapts strategy to changing conditions.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality;

