

UW HEALTH JOB DESCRIPTION

BUYER

Job Code: 420014	FLSA Status: Non-Exempt	Mgt. Approval: K DeNoma	Date: 12.2020
Department: Procurement Services		HR Approval: J. Middleton	Date: 12.2020

JOB SUMMARY

The Buyer is responsible for the accurate processing of purchase orders and providing assistance to level department staff. It is essential that this individual learns and follows the fundamentals of UW Health's practices, procedures, and policies as they relate to the procurement function.

Customer service is the focus of the Buyer role, providing consultation to internal customers in Purchasing Operations and Oracle Cloud ERP system policies and processes. Our success is our customer's success, we exist because of them.

Responsibilities include facilitating procurement of goods and services for multiple UW Health Departments. This position requires critical thinking, accuracy and promptness in handling requests for department needs, as well as a proficient knowledge of purchasing operations.

MAJOR RESPONSIBILITIES

Technical Responsibilities:

- Provide premier customer service to internal customers, other Support Service departments and supplier representatives.
- Manage Purchasing activities to include requisitions, workflow monitoring, Purchase Orders, quotations, match exception resolution, order acknowledgments, order expediting, phone orders, and order processing in a timely and accurate manner.
- Perform routine pricing negotiations, with existing suppliers, for the purchase of goods.
- Expedite or alternate source urgently needed products that do not meet agreed upon delivery dates. Update purchase orders with accurate arrive dates, product availability and backorder status.
- Advise suppliers and internal customers of lead times, shipping errors and back orders.
- Seek cost reduction opportunities with new and existing suppliers.
- Resolve pricing, unit of measure, quantity and other issues to ensure order accuracy and timely payment of supplier invoices
- Identify Items as candidates for addition to inventory or the Oracle Cloud item master and coordinate item additions and updates with Supply Chain Informatics team.
- Assist in the development of bid specifications and analysis of bid results.
- Verify prices through Group Purchase Organization contracts, local contracts, price lists, written and verbal quotes. Communicate item and supplier master additions, updates, and corrections to Supply Chain Informatics team.
- Train and mentor other Buyers in Oracle Cloud and Purchasing practices and processes.
- Participate in process improvement projects and initiatives. Take ownership of departmental processes.
- Other tasks as assigned.

Professional responsibilities:

- Guide and assist customer departments to adhere to UW Health Purchasing Policies, Procedures and processes. Assist in training departmental requestors.
- Participate in process improvement projects and initiatives. Take ownership of departmental processes
- Assist departments in utilizing existing contracts, locating sources for supplies and finding alternative products.
- Professionally handle correspondence with vendors and customer departments. Resolve disputes between UWHC and suppliers to the satisfaction of both.
- Collaborate within category management structure to provide premier customer service to colleagues and internal customers.
- Excellent communication (verbal and written), interpersonal and professional interactive skills. Ability to effectively present information and respond to questions from suppliers, customers, management and inter-department staff. Capable of working with internal staff from other departments in a proactive and constructive manner.
- Customer Service – Provide proactive customer service in anticipation of needs. Respond promptly to requests for service and assistance as needed. Follow up as needed. Go the extra mile for internal customers, ensuring the customer has a firm understanding of Purchasing process and has required information.

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ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma
	Preferred	Bachelor's Degree in Business or related field.
Work Experience	Minimum	2 year purchasing related experience
	Preferred	<ul style="list-style-type: none"> • Work experience in a Health Care Procurement setting. • Enterprise Resource Planning System
Licenses & Certifications	Minimum	
	Preferred	Certified Materials Resource Professional (CMRP)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Understanding of policies and procedures related to procurement activity. • Understanding of sound business practices and principles. • Excellent verbal and written communication skills. • Portray a professional demeanor with procurement team members, customers and vendors alike. • Ability to work in a team environment and collaborate with a variety of professionals. • Ability to work with all levels of UW Health staff interacts primarily with staff and managers. • Excellent organizational skills. • Ability to work independently with little supervision. • Planning / Organization - Ability to prioritize and manage multiple priorities/deadlines and shift priorities as necessary. Uses time effectively. • Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. • Judgment - Displays willingness to make decisions. Exhibits sound and accurate judgment. Makes timely decisions. • Professionalism - Approaches others in a tactful manner. Reacts well under pressure. Follows through on commitments. • Team player attitude with the ability to work independently. • Detail Oriented – Attention to details and accuracy. • Proficient use of MS Office (Word, Excel and Outlook).

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and	Up to 10#	Negligible	Negligible

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	standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

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.