

## UW HEALTH JOB DESCRIPTION

### LABORATORY BUYER

<b>Job Code: 420051</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: M. Marggi</b>	<b>Date: June 2022</b>
<b>Department: Clinical Laboratory</b>		<b>HR Approval: A Phelps Revolinski</b>	<b>Date: June 2022</b>

### JOB SUMMARY

The Laboratory Buyer is responsible for the successful purchasing of lab supplies, the accurate processing of purchase orders, and providing support to internal and external laboratory customers. The Buyer, with the help of stockroom and other personnel, is responsible for maintaining adequate inventory of all products to meet the needs of the laboratory.

This person interfaces with many internal and external customers, vendors, and laboratory staff in a fast paced, ever-changing environment. This role is responsible for moving information between the purchasing software database systems, the laboratory requisitioners, and the vendors.

The Laboratory Buyer is involved in the management of Service Agreements between the Laboratory, the vendor, and Health Technology Management (HTM). This position provides consultation to internal customers in purchasing operations and processes.

### MAJOR RESPONSIBILITIES

- Provide premier customer service to internal customers, other Support Service departments and supplier representatives. Guide and assist customer departments to adhere to UW Health Purchasing policies, procedures and processes. Assist in training departmental requestors.
- Manage Laboratory Purchasing activities to include workflow monitoring, purchase orders, order acknowledgments, order expediting, phone orders, and order processing in a timely and accurate manner.
- Assist departments in utilizing existing contracts, locating sources for supplies, and finding alternative products. 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.
- Maintain Critical Supply / Approved alternate documents
- Manage Asset Inventory Lists across all system laboratories (includes ownership of annual review by each area as well as real time updates to lists)
- Participate in process improvement projects and initiatives. Take ownership of departmental processes.
- Collaborate within category management structure to provide premier customer service to colleagues and internal customers.

**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	Three (3) years of related experience within the area of purchasing, ordering of supplies or inventory control; or three (3) years of experience as Medical Laboratory Technologist
	Preferred	Two (2) years of experience in a laboratory setting
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Understanding of policies and procedures related to procurement activity.</li> <li>• Understanding of sound business practices and principles.</li> <li>• 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.</li> <li>• Portray a professional demeanor with procurement team members,</li> </ul>

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	<p>customers, and vendors alike.</p> <ul style="list-style-type: none"> <li>• Ability to work in a team environment and collaborate with a variety of professionals.</li> <li>• Ability to work with all levels of UW Health staff interacts primarily with staff, requisitioners, and managers.</li> <li>• Excellent organizational skills.</li> <li>• Ability to work independently with little supervision.</li> <li>• Planning / Organization - Ability to prioritize and manage multiple priorities/deadlines and shift priorities as necessary. Uses time effectively.</li> <li>• Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions.</li> <li>• Judgment - Displays willingness to make decisions. Exhibits sound and accurate judgment. Makes timely decisions.</li> <li>• Professionalism - Approaches others in a tactful manner. Reacts well under pressure. Follows through on commitments.</li> <li>• Team player attitude with the ability to work independently.</li> <li>• Detail Oriented – Attention to details and accuracy.</li> <li>• Proficient use of MS Office (Word, Excel, and Outlook).</li> </ul>
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### 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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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 during 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
<b>X</b> <b>Sedentary:</b> 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 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:			

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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.