

## UW HEALTH JOB DESCRIPTION

### SENIOR BUYER

Job Code: 420015	FLSA Status: Exempt	Mgt. Approval: J. Hood	Date: March 2023
Department: Procurement Services		HR Approval: S. Whitlock	Date: March 2023

### JOB SUMMARY

The Senior Buyer is responsible for providing purchasing assistance to higher level department staff regarding purchasing fundamentals of UW Health's practices, procedures, and policies. Under minimal supervision, responsibilities include technical and professional level duties.

The Senior Buyer is responsible for accurately processing purchase order for general and specialized medical supplies, clinical supplies, medical equipment, services, and consulting with suppliers to research purchases. This position is responsible for maintaining equipment standards and working with business leaders for Capital and Non-Capital equipment purchases and services. Overall obtaining the best products and services at the lowest cost to UW Health.

Customer service is the focus of the Senior 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.

This position requires close contact with UWH business owners to provide guidance on marketplace, product and service options, order status, and pricing information for complex purchases.

### MAJOR RESPONSIBILITIES

#### TECHNICAL RESPONSIBILITIES

- Liaise with Category Manager(s) in leadership and execution of Category strategy. Provides input, guidance and support for projects within the assigned Category.
- Provide knowledge and guidance for complex purchase requisitions and purchase orders for non-stock supplies, equipment, and services. Guide internal customers on the most efficient and cost-effective way to obtain the highest quality supplies, equipment, and services.
- Competently use Oracle Cloud to process orders, document order confirmations, review match exceptions, run reports, and research products and buying patterns.
- Establish executed contracts in the Oracle Cloud Procurement Contract module, including selection, adding and updating of items and suppliers within Oracle Cloud.
- Effectively utilize the Oracle Cloud Procurement Contracts and Supplier Contracts module to ensure accuracy of associated purchase orders, items and invoicing. Work with Supply Chain Informatics team to deliver accurate supplier and item information to internal customers.
- Verify pricing through local contracts and GPO (Group Buying Organizations) contracts and Procurement Contracts module. Ensure pricing is updated and data is accurate in Oracle system.
- Utilize market data, benchmarking tools and analytics to effectively assist stakeholders in supply chain decisions. Identify new opportunities for standardization and consolidation.
- Assist stakeholders in development of bid specifications, solicitation and analysis. Create RFIs, RFPs and RFQs and determine qualified suppliers to engage.
- Provide analysis and abstracting of quotations.
- Analyze system-wide spend and usage data. Utilize data to present opportunities to Category Managers and stakeholders. Analyze market information and forecasts for anticipated materials requirement. Utilize data to evaluate and select suppliers.
- Interface with suppliers to obtaining product information and alternate products.
- Maintain familiarity and understanding of UW Health medical and non-medical supplies, equipment and services to assist business owners.
- Ensures UW Health Standards, policies and procedures are followed, and contracts are being utilized within assigned areas of responsibility.
- Lead and mentor Buyers.

#### PROFESSIONAL RESPONSIBILITIES

- Guide and assist business owners to adhere to UW Health Purchasing Policies and Procedures.
- Meet with sales representatives to update knowledge of new products, anticipated price increases, potential delivery problems.

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- Offer assistance in a pro-active manner to include meeting with assigned departments in a frequency determined by individual department activity and need.
- Professionally handles all communication with suppliers and business owners.
- Assist in developing and maintaining metrics.
- Conduct special projects as assigned and lead process improvement projects.
- Excellent communication skills (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.
- 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.

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

### JOB REQUIREMENTS

Education	Minimum	Associate's Degree in Business, Healthcare or related field. Two (2) years of relevant experience may be considered in lieu of degree in addition to the experience below.
	Preferred	Bachelor's Degree in Business or related field.
Work Experience	Minimum	Five (5) years of purchasing and/or buying experience.
	Preferred	<ul style="list-style-type: none"> <li>• Healthcare setting experience.</li> <li>• Oracle Cloud or similar ERP preferred.</li> </ul>
Licenses & Certifications	Minimum	
	Preferred	Certified Materials Resource Professional (CMRP) or Certified Professional in Supply Management (CPSM)
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 computer skills; comfortable working with spreadsheets, word processing and learning new software.</li> <li>• Ability to communicate with multiple audiences and communication modes; effectively represents the Purchasing Department in all forums (groups, individuals, etc).</li> <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, Managers, and some Directors.</li> <li>• Excellent organizational skills.</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>

### 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.

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<b>PHYSICAL REQUIREMENTS</b>				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 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:				

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.