UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Buyer
Job Code: 157011

Grade: G
OT Eligible: Yes
Comp Approval: 9/27/2001

JOB SUMMARY:
Makes routine purchases of low volume, low dollar items for assigned area(s). Acts as a purchasing expeditor as required. Assists buyers in soliciting and analyzing quotations. This job is often viewed as a training level for entry into the buyer job family.

JOB ACCOUNTABILITIES:

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Advises requisitioning departments on routine purchases involving low volume, low dollar items. Places orders with vendors based on assigned authorization limit. Prices orders from university contracts and compares with non-contract vendors to ensure that purchases comply with policies, regulations and good purchasing practice.

Serves as initial contact in the resolution of vendor problems, shipment discrepancies and invoice processing. Researches basic issues and refers more complex problems to buyers.

Assists buyers in soliciting and analyzing quotations for standard and non-standard procurements. Makes recommendations to the buyers regarding contracts or purchase orders.

Interviews vendors and their representatives.

Develops proficiency in automated systems used for purchasing functions such as inventory control, vendor contract information, cost control and bid analysis.

Provides limited clerical and administrative support to department such as answering phones, preparing paperwork and maintaining files.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Minimum Experience:

2 Years

Minimum Field of Expertise:

General office experience in a purchasing department

Preferred Education:

Related Undergraduate Study

Skills: Administrative:

Answer telephones
Balance figures
Communicate with others to gather information
Compute totals
Draft routine correspondence
Gather data
Input data
Maintain filing systems
Prioritize different projects
Read handwritten text
Research information
Verify calculations

Skills: Machine:

Adding Machine
Calculator
Personal Computer
Typewriter

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _______________________________ Date: _______________________________

Supervisor: _______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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