

# COBEY

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One Ship Canal Parkway • Buffalo • New York 14218 • 716-362-9550 • Fax: 716-362-9551  
Web Site: [www.cobey.com](http://www.cobey.com) • E-Mail: [cobey@cobey.com](mailto:cobey@cobey.com)

## Cobey Job Description

**Title:** Purchaser

**Report to:** Procurement Manager

**Job Location:** Buffalo, NY

### Job Responsibilities

The purchasing representative places purchase orders for job materials and shop supplies. They negotiate prices, schedules and delivery using the knowledge of budget and schedule requirements, ultimately, to the Company's best interests.

### General Duties and Responsibilities

- Purchase items based on specific job requirements, or as directed by management.
- Adheres to purchasing policies, processes and procedures.
- Keep standard times for purchasing turnaround.
- Negotiate best vendor terms, pricing and delivery based on specific job budget and schedule requirements or overall company budget.
- Help identify new supply sources and bring to management's attention for possible source development.
- Examines bids and make award based on fiduciary responsibility.
- Establishes account/credit and terms.
- Works closely with receiving department to ensure proper supplies arrived.
- Trace delinquent arrivals from purchase orders, report to project team.
- Complies with safety and company guidelines on business ethics.
- Other duties as assigned.

### Knowledge, Skills, and Abilities

- Knowledge of various steel materials, pipe, fittings, flanges, structural members.
- Knowledge of manufacturing process for pipe spool fabrication, metal forming, structural base fabrication.
- Experience with Microsoft Excel, Word, Outlook
- Ability to communicate clearly with clients and sub-suppliers on a regular basis, both verbally and in writing
- Able to multi-task, task oriented, self-motivator and driven, punctual

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## **Credentials and Experience**

- 2 year degree
- 5 years related manufacturing experience
- Equivalent combination of education and experience