

Buyer – Fleet Support Manchester

Port Authority is seeking a Buyer – Fleet Support Manchester to perform activities and coordinate procedures for the procurement of general and specialized parts, equipment and services for Port Authority of Allegheny County Operating Divisions and direct support for Fleet Maintenance. Secure the best prices while ensuring quality and delivery requirements

Essential Functions:

- Coordinate the procedures for the procurement of Non-Stock Material & Supplies for All Port Authority Operation's Locations including the Main Shop to ensure parts for Bus Down applications.
- Develop alternate sources, ensuring continuity of supply, consistency of quality and competition pricing.
- Meets with or contacts sales representatives/vendors to obtain and negotiate product price and other related information.
- Responsible for the development and maintenance of the new and current Stocking numbers, Kits and updates to vendor part numbers and manufacturer numbers.

Job requirements include:

- High School Diploma or GED.
- Associate degree in Business Administration, Purchasing Administration Management or directly related field from an accredited school. Directly related work experience may be substituted for the education on a year-for-year basis.
- Minimum of three (3) years procurement buying experience
- Demonstrated ability in the use of Windows Applications
- Effective and professional communication skills.
- Demonstrated ability to work with little supervision.

Preferred attributes:

- BA/BS degree in Business Administration, Purchasing Administration Management or directly related field.
- Experience with PeopleSoft or similar ERP Systems.
- Experience in the sourcing of Automotive/ Bus Parts
- Demonstrated ability in the use of Microsoft Word and Excel, FMIS (PeopleSoft) or a similar FMIS system.
- Valid PA driver's license.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Deborah Slocum
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Pittsburgh, PA 15222-2527
DSlocum@portauthority.org
EOE