

Buyer

Pittsburgh Regional Transit is seeking a Buyer to perform activities to coordinate procedures for the procurement of general and specialized parts, equipment and services for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) operating divisions in assigned commodity groups. Works with PRT departments to identify procurement needs and to secure required items. Through interactions and negotiations with sales representatives and vendors, secures the best prices while ensuring quality and delivery requirements. Processes purchase orders required for materials and supplies. Develops alternate sources, ensuring continuity of supply, consistency of quality and competition pricing. Reviews and reconciles invoices to purchase orders and works with the contract administration unit in the procurement of contract material and services within assigned commodity groups.

Essential Functions:

- Coordinate the procedures for the procurement of assigned material and supplies.
- 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.
- Assists in the development and maintenance of the Procurement Policies and Procedures Manual ensuring consistency with proper contracting procedures and governmental regulations. (10%)
- Interacts with all PRT departments to identify procurement needs and to secure required items consistent with adopted policies and procedures.

Job requirements include:

- High school diploma or GED.
- Associate's degree or two (2) years of college in business administration, purchasing administration, management or related field from an accredited college or university. Directly related work experience may be substituted for education on a year-for-year basis.
- Minimum of one (1) year experience in procurement, purchasing, contract administration or a related area. No certifications or licenses required.
- Demonstrated ability in the use of Windows.
- Effective and professional communication skills.

Preferred attributes:

- Bachelor's degree in business administration, purchasing administration management or directly related field from an accredited college or university.
- 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
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EOE