Job Description – MIT Job #22705

Functional Area:	Office of the Vice President for Finance, Financial Operations, Procurement Operations		
Job Title:	Buyer 1	**Position Title:**	Buyer
Reports to:	Manager, Procurement Operations	**Prepared on:**	May 2023
Salary Grade: 6	**Salary Range:** $55,000 - $65,000	**Hours per week/status:** 40/Exempt	

About the Office of the Vice President of Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

The Buyer purchases primarily standard catalog materials, supplies, equipment, and services at the best possible price and value to the Institute, from generally known sources, and established purchase arrangements.

Principle Duties and Responsibilities

- Oversees preparation of purchase orders (POs), ensuring compliance with established policies and procedures
- Purchases standard and non-standard materials, supplies, equipment, and services from multiple sources, at the best possible price and value, under both MIT- and supplier-authored purchase arrangements
- Completes required documentation for POs, investigates and resolves basic PO errors and missing information, and maintains records of procurement actions
- Identifies, develops, and manages suppliers to meet MIT's goals concerning quality, delivery, and cost
- Serves as a resource to MIT’s faculty and staff to develop specifications and requirements for purchases (RFPs)
- Analyzes and evaluates purchasing costs
- May assist with supplier contract negotiations

- Reviews and understands terms on accounts to ensure compliance with sponsor terms
- Review bids and quotes from suppliers
- Reviews justification requirements on Selection of Source Forms
- Authorizes purchasing volume up to $50,000
- Advises community members on purchasing decisions
- Processes requisitions MIT's Buy-to-Pay system on the Coupa platform
- Partners with the MIT community to ensure appropriate approval for purchases is secured from relevant internal departments, including but not limited to MIT Environment Health and Safety (EHS), Export Control Office, and the VPF Contracts team and Property Office
- Handles time-sensitive requisitions to meet community needs
- Handles a high volume of transactions to complete the procurement of goods, materials, components, or services in alignment with specified cost, quality, and delivery targets set by the Institute and external funding sources
- Partners with internal customers with due diligence to ensure adherence and compliance with MIT and government policies related to purchasing operations
- Ensures orders are successfully transmitted to suppliers for processing
- Acts as a liaison between suppliers and purchasing departments to resolve procurement- related problems
- Collaborates with the Procurement Operations team, shares relevant information, identifies problems, and takes swift action to get them resolved
- Works with Senior Buyers to leverage opportunities to realize cost savings by referring internal customers to existing Preferred suppliers
- Monitors supplier performance by tracking the integrity of pricing, deliverables, and customer service
- Serves as an integral part of the internal system testing team
- Manages the Request Tracker
- Participates in projects as assigned

Qualifications

Required

- Bachelor's Degree
- At least one year of experience in procurement or related field
- At least one year of experience delivering customer service
- Excellent written and communication skills
- Self-motivated with strong problem-solving abilities and decision-making skills
- Must possess a high level of commitment to customer service, demonstrated ability to work as part of a team
- Proficient computer skills, including knowledge Microsoft Word, Excel, and Outlook
- A proven capability to handle multiple priorities and to ensure timely follow through and detail-oriented

Preferred

- Knowledge of Buy-to-Pay/Coupa System
- SAP experience
- Experience with procurement operations (liaison between suppliers and VPF)
- Certified Professional in Supply Management (CPSM) license

Supervision Received

Reports to the Manager, Procurement Operations

Supervision Exercised

None

Additional Information

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

A background check (including checking criminal records) will be required for the final candidate.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

Diversity, Equity, and Inclusion

VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) works to advance MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.