

Job Description – MIT Job #25702

Functional Area:	Office of the Vice President for Finance, Financial Operations, Procurement Operations		
Job Title:	Buyer 2	Position Title:	Senior Buyer
Reports to:	Senior Manager, Procurement Operations	Prepared on:	September 2026
Salary Grade: 7	Salary Range: \$68,540 - \$92,380	Hours per week/status: 40/Exempt	

About the Office of the Vice President for 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. Depending on the position and specific team schedules, a VPF staff member will spend 2-8 days per month in the office. 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 Senior Buyer is responsible for managing strategic and operational purchasing activities in support of the institution's academic, administrative, research, facilities, and operational needs. This position develops and maintains supplier relationships, negotiates pricing and contract terms, evaluates purchasing opportunities, and ensures that goods and services are acquired in a cost-effective, timely, and compliant manner.

The Senior Buyer works closely with faculty, researchers, administrators, department leaders, and other internal stakeholders to understand requirements and develop procurement solutions that balance cost, quality, service, risk, and institutional policies

Principal Duties and Responsibilities

- Manages the procurement of goods and services across assigned categories, departments, or spend areas.
- Assists in developing and executing sourcing strategies that achieve competitive pricing, favorable terms, quality, and service levels.

- Reviews purchase requisitions and determines the appropriate purchasing method based on institutional policies, contracts, dollar thresholds, and applicable regulations.
- Solicits and evaluates competitive bids, quotes, proposals, and other supplier responses.
- Negotiates pricing, payment terms, delivery requirements, warranties, service levels, and other commercial conditions.
- Researches markets and suppliers to identify cost-saving, consolidation, standardization, and value-enhancement opportunities.
- Develops and maintains strong relationships with key suppliers while monitoring supplier performance and resolving service or delivery issues.
- Collaborates with departments to identify purchasing requirements and provides guidance regarding procurement policies, procedures, contracts, and preferred suppliers.
- Supports the development and administration of strategic sourcing initiatives, including Requests for Information (RFIs), Requests for Proposals (RFPs), Requests for Quotes (RFQs), and competitive solicitations.
- Analyzes purchasing data, supplier pricing, and spending trends to identify opportunities for savings and process improvements.
- Ensures purchases comply with institutional policies, applicable laws and regulations, grant requirements, and contractual obligations.
- Supports contract negotiations and administration in partnership with Procurement, Legal, Finance, Risk Management, and other appropriate stakeholders.
- Maintains accurate purchasing records and documentation within the institution's procurement or ERP system.
- Assists with supplier onboarding, supplier diversity initiatives, and ongoing supplier performance management.
- Provides guidance and mentorship to Buyers and other procurement staff as appropriate.
- Participates in procurement process-improvement initiatives and implementation of new purchasing technologies and systems including the ERP Project.
- Prepares reports and analyses related to purchasing activity, savings, supplier performance, and departmental spend.
- Reviews contract agreements for goods and services that include unique terms and conditions applicable to specific MIT, government, and commercial general provisions, and collaborates with the Contracts group as necessary.
- Tracks orders, deliveries, and invoices to ensure accuracy and timely fulfillment.
- Assists internal customers with due diligence paperwork necessary to adhere to and comply with MIT and sponsor policies related to purchasing operations.
- Provides backup customer service to the community in the Buy-to-Pay (B2P) contact center.
- Performs other duties and projects as assigned.

Qualifications

Required

- Bachelor's degree
- At least three (3) years of experience in the procurement field specializing in Hospitality and Events
- At least one (1) year of experience in customer service
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with video conferencing and collaboration tools (e.g., Zoom, Teams, Slack)
- Excellent verbal and written communication skills
- Strong organizational skills with the ability to manage a high volume of work, balance competing priorities, meet deadlines, and maintain attention to detail in a fast-paced environment

- Demonstrated dependability, follow-through, and commitment to producing high-quality and accurate work
- Ability to exercise discretion, tact, and sound judgment when handling sensitive or confidential information
- Demonstrated adaptability and flexibility to learn new skills, take on additional responsibilities, and support evolving team needs
- Strong collaboration and interpersonal skills, with the ability to build effective working relationships across teams and the broader community
- Strong analytical, problem-solving, and negotiation skills with a focus on continuous improvement
- Ability to proactively identify needs, propose solutions, and follow tasks through to completion
- Ability to provide responsive and professional support to internal and external stakeholders
- Ability to troubleshoot and resolve issues independently with minimal guidance, and appropriately escalate complex issues to a manager when necessary
- Ability to meet performance metrics assigned for the unit

Preferred

- Certified Professional in Supply Management (CPSM)
- Strong background in hospitality, events, or hotel operations
- Knowledge of Buy-to-Pay/Coupa System
- Experience procuring lab supplies, chemicals and laboratory services
- Experience supporting the community as it relates to event logistics
- Prior MIT experience

Supervision Received

Reports to the Senior 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.

Employment is contingent upon the completion of a satisfactory background check.

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.

MIT is an equal employment opportunity employer

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.

All qualified applicants will receive equitable consideration for employment based on their experience and qualifications and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) advances 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.