

SRM - Buyer Professional

Purpose/Definition

Within Supplier Relationship Management (SRM), the Buyer Professional role is responsible for procurement of materials and services for the enterprise. This role is also be responsible for PO processing and creation.

Mapping Guidance

This role must be mapped to buyers in Supply Chain Shared Services.

Mapping Rules

Positions that receive this role CANNOT be mapped with following role(s):

- AP - Disbursement Processor
- AP - Invoice Entry Processor
- IMWM - IM Receiver
- IMWM - WM Receiver

Positions that receive this role MUST be mapped with following role(s):

- AP - Display
- IMWM - IM Inventory Display
- IMWM - WM Inventory Display
- MD - Display
- SRM - Purchasing Display

Responsibilities

- Audit eCatalog and evaluate/resolve pricing discrepancies.
- Conduct research on the commodity.
- Create and analyze strategic and transactional procurement reports in Business Warehouse (BW).
- Create and edit bid and Award / Reject bids in SAP.
- Create and edit purchase orders from a shopping cart.
- Display Goods Receipt/ Invoice Receipt (GR/IR) account.
- Exercise sound judgment in the buying of goods and services.
- Expedite and resolve problems related to procurement activities.
- Have excellent customer service skills.
- Have excellent written and oral communication skills.
- Have strong organizational and time management skills.
- Have the ability to establish and maintain effective working relationships with departments, vendors, and customers and coordinate with them online.
- Have the ability to maintain material/ service vendor lists for pre-determined sources and information records for vendor-specific conditions.
- Have the ability to use information to find the best source and enter into more strategic supplier relationships.

- Have the ability to work efficiently with a variety of both internal and external contacts.
- Initiate and maintain contact with vendors.

Tools

- Intranet/Internet
- SAP Business Suite

Knowledge and Skills

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- Hopkins specific procurement policies and methods, and Federal Acquisition Regulations (FAR).
- How information is referenced/ carried forward into successive procurement documents without requiring data re-entry.
- Sourcing/ bidding, contracting, and purchase ordering.
- Standards and evaluation methods used to assess the quality and value of a wide variety of supplies and services.

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.