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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | PURCHASING AGENT & BUYER – FARM PRODUCTS |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of purchasing agent & buyer (farm products) consists of purchasing farm products either for further processing or reselling and attempting to get the best deal for the company. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to persuade others to change their minds or behaviour;
* Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
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| TASKS: | * Organise processing and/or resale of purchased products;
* Organise transportation and/or storage of purchased products;
* Calculate applicable government grain quotas;
* Coordinate and direct activities of workers engaged in cutting, transporting, storing, or milling products and in maintaining records;
* Examine and test crops and products to estimate their value, determine their grade, and locate any evidence of disease or insect damage;
* Mainta*in re*cords of business transactions and product inventories, reporting data to companies or government agencies as necessary;
* Negotiate contracts with farmers for the production or purchase of farm products;
* Purchase for further processing or for resale farm products such as milk, grains, and Christmas trees;
* Review orders to determine product types and quantities required to meet demand;
* Sell supplies such as seed, feed, fertilisers, and insecticides, arranging for loans or financing as necessary.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |