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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |