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**Sample Job Posting Template**

**Job Title: Buyer**

**About Us [*or* What Makes Our Company Special]**

*Include all the cool things about your company and what makes your firm special. As an example:*

PTDA Bearings & Power Transmission, Inc. is a small family business that believes our employees are part of the family and our company is part of the community. From our central location for the past 84 years, you may have seen us pitch in at the local food bank, sponsor a Little League team and hold a holiday open house for the community.

**Our Values**

*Explain how the position fits in the company and why it is important. As an example:*

Our mission is to keep our customers, our suppliers and our employees saying good things about how they were treated.

*Explain why this position is important to your company:*

The buyer is responsible for the timely placement of purchase orders and the prompt delivery of materials ordered. It is imperative that we maintain stock inventory levels so we can meet our customer’s needs and not keep them waiting. The buyer is responsible for making this happen.

**The Job**

*List three-five tasks the person is responsible for. Use an active voice.*

The buyer places orders, maintains inventory within approved guidelines, assists warehouse, support personnel and sales with purchasing related issues. This individual must be detail-oriented and able to handle multiple tasks.

* Responsible for purchase order placement with suppliers
* Monitor orders, confirm expected ship dates, enter purchase order acknowledgements and update system.
* Works with inside sales to purchase special items.
* Works with vendors to assure all products are purchased at the lowest possible cost and the best terms.

**The Ideal Candidate**

*Describe the kind of person who would be a perfect fit for the job.*

The ideal candidate for this position has prior experience negotiating pricing with vendors. They are analytical and have strong written and verbal communication skills. The ideal candidate will have familiarity with and be able to utilize ERP systems. Strong customer service skills are a must.

**Our Offer**

*What’s in it for them (besides the job)? For this level of position, benefits such as retirement planning, paid health insurance and paid time off as well as a flexible work schedule are important. Remember to include benefits, especially any that you believe are unique to your company. Potential candidates are interested in salary/pay rate. You may want to consider including to help weed out those not willing to work for what you’re offering.*

We offer a competitive salary and benefits package and provide 15 paid days off a year at this level. We also provide health and dental insurance for you and your dependents as well as a 401(k) with employer match up to four percent.

*Include any other additional information that would help a candidate learn more about your company. As an example:*

To learn more about us, watch our video at youtube.com/PTDABearings.

*Close with letting the candidates know how to communicate with you. It is essential that you offer an electronic way for them to apply.*

Let us know you’re interested! Click on the link below to apply or email your resume to HR@PTDABearings.com.