

Buyer Trainee

The Buyer Trainee will be responsible for the daily routine of the office, which includes but not limited to logging in incoming requisitions, logging out outgoing requisitions, answering, message taking and directing telephone calls. Procurement of departmental office supplies via requisitioning and other duties as assigned.

Duties and Responsibilities

This position requires the Buyer Trainee to assist in the daily input of requisitions into the Banner System and processing into Purchase Orders. This includes requisitioning and procurement of departmental office supplies and other supplies, processing departmental Purchase Orders, separating, emailing, mailing and faxing orders to designated vendors. You will be responsible for processing expeditors, cancelling requisitions, cancelling purchase orders, inputting new vendors in the Banner Systems and updating previous vendors.

Requirements

Applicants should have a high school diploma as a minimum and computer experience including Power Point, Excel, Microsoft Word/Office. A positive attitude and willingness to learn, along with excellent oral and written communication skills are a must. Being present at work is a must.

Qualifications

Applicant should have strong interpersonal skills for relating with the administration, faculty, staff, students, parents, vendors, and other individuals seeking assistance.

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.