

**Walker's Bluff Casino Resort**  
**Job Description**

Job Title:	<b>Purchasing Buyer</b>
Function:	Controller
Department:	Purchasing
Reports To:	Director of Finance

**Position Summary:** *Briefly describe the job's primary purpose or contribution to the department or organization.*

The Purchasing Buyer is responsible for the property's purchasing system and process, including developing policies and procedures, performing the purchasing tasks such as buying, negotiating prices with vendors, and processing appropriate paperwork.

**Essential Duties and Responsibilities:** *List the job's most important functions and responsibilities. Include all important aspects of the job, whether performed daily, weekly, monthly, annually, or any that may occur at irregular intervals.*

- Work closely with department management staff in maintaining proper inventory levels.
- Solicit and maintain effective working relationships with suppliers and vendors.
- Implement and maintain effective and efficient purchasing policies and procedures.
- Negotiate contracts.
- Diligently follow up on open orders and perform various data entry transactions.
- Work closely with accounts payable on invoice variances.
- Prepare requests for transaction approvals for Iowa Racing and Gaming Commission as required.
- This position has access to sensitive company information and files and has the responsibility to maintain supplier relationships; therefore, the highest levels of integrity and honesty are essential.
- Provide exceptional guest service for all external and internal customers.
- Responsible for the operation of the Purchasing department, successful performance of processes, and a favorable working relationship with vendors.
- Manage expenses based on budgeted guidelines and business volumes to include payroll and staffing levels.
- Perform all functions of personnel within span of control, as needed.
- Must maintain reasonable accessibility by phone for business purposes.
- Assure an environment which emphasizes cooperation, communication, and teamwork with all departments.
- Support compliance with all internal procedures and regulatory requirements, including those associated with underage and intoxicated guests.
- Support current law and policy to provide a work environment free from illegal and discriminatory behavior.
- Promote and ensure the safety and security of all guests and employees.
- Complete job duties with minimal supervision, maintain acceptable attendance, and use appropriate judgment and decision-making skills.
- Job duties, tasks, work hours, work requirements, and other duties as assigned may be added or changed at any time.

**Knowledge, Skills, and Abilities:**

- Knowledge of all levels of the purchasing operation.
- Strong knowledge and experience with standard concepts, practices, and procedures within purchasing field.
- Ability to efficiently use the company's material management system for purchasing and receiving operations.
- Requires strong professional written and oral communication skills. Ability to read, understand, interpret, and accurately apply various contracts.
- Has the resiliency to deal with difficult guests in all types of business conditions and the ability to work effectively and courteously with fellow employees.
- Ability to maintain strict confidentiality including, but not limited to, employee data, player activity, claim activity, financial data, marketing plans, and policies.
- Ability to effectively utilize conflict-resolution techniques.
- Ability to analyze and interpret departmental needs and results.
- Ability to solve complex problems and maintain mental concentration for significant periods of time.
- Ability to perform assigned duties under frequent time pressures and in an interruptive environment.
- Ability to use telephone, copy/fax machine, computer, Microsoft Office, hand-held radio, and any department-specific equipment, tools, and computer software.

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<p><b>Knowledge, Skills, and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Ability to perform a broad variety of tasks and deadlines with an irregular work schedule.</li> <li>• Ability to communicate effectively with guests and all levels of employees in both oral and written form.</li> <li>• Ability to work in casino and office environment with excessive noise levels, bright lights, and smoke environment.</li> <li>• Knowledge of all facilities and promotional events available to guests on property.</li> </ul>					
<p><b>Job Specific Knowledge:</b> The use of practical procedures and knowledge, specialized techniques, and learned skills.</p> <ul style="list-style-type: none"> <li>• <b>Seasoned</b> - Extensive knowledge and skill gained through broad experiences in a field (or fields) which require a command of involved and diverse practices, precedents, theory, and principles. Typically requires a Bachelor's degree (B. A.) from four-year college or university; or minimum of four years related experience and/or training; or equivalent combination of education and experience.</li> </ul>					
<p><b>Managerial Knowledge:</b> <i>The planning, coordinating, directing, and controlling activities and resources associated with the organization or function.</i></p> <ul style="list-style-type: none"> <li>• <b>Individual Contributor</b> – Performance of job tasks(s) is highly specific and not involving leadership or direction of others.</li> </ul>					
<p><b>Human Relations Skills:</b> The active (either face-to-face or telephone) interpersonal skills needed to facilitate relationships with other people either within (co-workers) or outside (customers, vendors) the organization.</p> <ul style="list-style-type: none"> <li>• <b>Critical</b> – Skills in understanding and motivating people and negotiation. This is the highest level of interpersonal skills, usually required for positions that are accountable for the development, motivation, assessment, and reward of other employees.</li> </ul>					
<p><b>Thinking:</b> The scope the person must think to perform the essential functions of the position.</p> <ul style="list-style-type: none"> <li>• <b>Standardized</b> – Thinking within a well-defined frame of reference and toward specific objectives. This is done in situations characterized by functional practices and precedents.</li> </ul>					
<p><b>Problem Solving:</b> The level of problem solving complexity required of the person in performing the essential functions.</p> <ul style="list-style-type: none"> <li>• <b>Adaptive</b> – Variable situation requiring analytical, interpretative, evaluative, and/or constructive thinking.</li> </ul>					
<p><b>Decision Making:</b> The degree of decision making authority/autonomy required to perform the essential functions.</p> <ul style="list-style-type: none"> <li>• <b>High</b> – Broadly subject to functional policies and goals and to managerial direction of a general nature.</li> </ul>					
<p><b>Scope:</b> The breadth/scope of impact across the company this position has in performing the essential functions.</p> <ul style="list-style-type: none"> <li>• <b>High</b> – Results achieved affect all other departments and the company as a whole.</li> </ul>					
<p><b>Impact:</b> The degree to which this position affects or brings about the results expected of their department or function.</p> <ul style="list-style-type: none"> <li>• <b>Shared</b> – Equal/joint control of the activities and resources which produce the results or control most (but not all) of the variables which are significant in determining results.</li> </ul>					
<p><b>Physical Demands:</b></p>		<p>25% - 50% Standing</p>	<p>50% - 75% Lifting &lt; 10 lbs</p>	<p>Up to 100% Up to 100% 25% - 50%</p>	<p>Using hands/fingers to handle or feel Reaching with hands and arms Stooping, kneeling, crouching, or crawling</p>
<p>25% - 50%</p>	<p>Walking</p>	<p>25% - 50%</p>	<p>Lifting &gt; 10 lbs</p>	<p>Up to 100%</p>	<p>Using hands/fingers to handle or feel</p>
<p>Up to 100%</p>	<p>Sitting</p>			<p>25% - 50%</p>	<p>Reaching with hands and arms</p>
<p>Less than 25%</p>	<p>Climbing</p>				<p>Stooping, kneeling, crouching, or crawling</p>
<p><b>Certificates, Licenses, Registrations:</b></p> <ul style="list-style-type: none"> <li>• Must hold a valid gaming license in accordance with the Illinois Gaming Board.</li> <li>• Must complete all company-required training within designated time frames.</li> <li>• Must obtain direct deposit within one week of start date.</li> </ul>					
<p><b>Signature:</b></p>			<p><b>Date:</b></p>		