



## Finding Assistant buyer jobs that will help your office productivity

**A buyer office assistant is really just a more descriptive and expressive way of saying buyer assistant. This is a growing profession with the ever rapid use of the internet for complete jobs. Buyer office assistant is sometimes mixed with a secretary, and this is not right, a buyer assistant does so much more than a secretary of a company could think of.**

To start with, buyer assistant jobs work over the internet or the phone, whereas some secretaries do all their work contacting people using a computer and desk, phone and all. A buyer assistant also needs to know how to do a range of work, not just filing the files or papers. A secretary of a company would be most responsible in charge of answering and filing the tasks and phone. Also a secretary is the person of the office that an employer would have to give some benefits to and do paperwork, whereas a buyer assistant basically never depends on paper, and he does not receive any advantages or benefits, like insurance.

### **So What Should I Expect If I Work as a buyer assistant?**

A buyer assistant is really a "Jill" or "Jack" of all markets and trades. Buyer assistants will be asked to do a range of jobs and should be eligible to do anything done with a business or office. They may be asked to make appointments for doctors, any work of secretary, web page design and even accounting. You must first have some training to become a buyer assistant and this training will prepare you for the required position. The assistant income depends on the company or industry you are working with, the jobs you are doing, and how good you are at what it is that you are doing. Some of their tasks may consist of market research and secretarial work such as performing press releases or writing proposals. Mostly though at a buyer assistant job one can expect to make about \$50 an hour on average, depending on what the manager decides. Your working hours may also vary depending on your manager, so make sure it's talked clear and over. You can expect to make about \$12,960 annually if you do make \$45 an hour. Buyer assistants are hired to either do special jobs or be a helping hand to some business in many related fields. For this purpose a buyer assistant goes through a plan that makes them fit for all the [work and jobs](#) that they may run into out in the required field. It is not quick and easy to be a

buyer assistant unless you go for the work that only requires you to do one thing all the time.

A buyer assistant will sometimes have to do the duties of a secretary. There may be such things as transcribing a speech and turning it into a typed or written form. You may also have to call customers, plan appointments, organize meetings, and possibly even e-mail people. Sometimes duties of buyer assistant jobs may consist of making cards or flyers to support a business. Also if the owner of the business is fresh to the business field they may ask you to make different logos to assist and get the word out. You may also be asked to make a business website and keep it up to date and running. You may also be put in projects fees which may allow your creative and imaginative side to roam free. So maybe you don't like the duties of the job for a buyer assistant that an employer asks for. Here is the great thing about being a buyer assistant. You can pick and choose who you work for. Remember though, the more experience and knowledge you have, the easier and faster it will be to find other jobs later on, since you will be extra qualified and educated in a range of skills. Most of the jobs require more knowledge and experience, so sometimes those less than attractive duties of job that a buyer assistant has to do. If you have a skill that you never used before, you therefore have knowledge or experience in that particular skill and can use that later on your resume.

A buyer assistant is a type of an assistant that can do any type of work for you that you need in your home office but all the work the assistant does is done completely remotely. There are many benefits to hiring a buyer assistant. First let me clarify what kinds of jobs an Assistant can do for your office or home. Some of their tasks may consist of market research and secretarial work such as performing press releases or writing proposals. VA's may also be helpful to work on simple things like planning meetings or calling for appointments for you. It totally



**Purchasing Career Feature**

depends on if you may need some person on an on call basis or for full time. It will be according to the requirements of your

business. Buyer assistants can do variety of jobs such as writing proposals, local market research, secretarial work etc.

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