



TBEI Lake Crystal MN

Job Description: **Associate Buyer / Scheduler**

Job Summary: Responsible for meeting customer needs by:

- Create Jobs in Syteline based on CO's LC tab date.
- Process workbench within Syteline.
- Review Job dates and adjust based on production schedule
- Run systems' split
- Verify routings on jobs
- Work with Buyers & Vendors to minimize stock outs
- Process order acknowledgements and obtaining vendor confirmation within 24 hours; generate and review reports and follow-up as necessary
- Review past do PO's and work with vendor to get
- Reviewing material requirements/vendor commitments with Purchasing (confirm materials on hand, change BOMs
- Place orders for inventory items and Maintenance, Repairs, and Operations (MRO) items, and handle all special material requests (SMRs)
- Completing various order processing activities including PO receiving, drop ships and invoice/PO corrections
- Upload new vendor pricing items into vendor cross reference, set up lead time, order minimums, multiples, and standardize the costs.
- Communicating and following up with vendors and internal customers
- Coordinating return goods and communicating to others involved
- Checking negative on-hand reports and investigating daily
- Investigating expedites from requirement reports, and communicating to the Crysteel production scheduling department if needed
- Other duties as assigned

Tools Used: Computer, software, telephone, printers, business operating system
Environment: Office environment and production floor

Qualifications:

1. Purchasing experience is required.
2. Clear and precise oral and written communication skills.
3. Ability to question and evaluate systems/procedures for the most efficient uses, better communications, and process improvements.
4. Ability to deal effectively with buyers and vendors promoting positive company image while ensuring the most advantageous relationships with vendors is maintained.
5. Strong reasoning and independent decision making skills.
6. Ability to work with PC's (MS Office) and business Operating System
7. Experience and good working knowledge of Crysteel business operating system strongly preferred.
8. Ability to attend and participate in required company meetings.
9. Must be a team player that works with others in the company to meet company goals.
10. Company, product, and process knowledge is strongly preferred.

Print

Sign

Date