



Job Description - Buyer

Job Summary: Responsible for meeting customer needs by:

- Preparing for and negotiating materials pricing on items at the best quality for the most reasonable price, and listing all pricing by date and product
- Setting up new accounts, visiting vendors (on/off site), rating vendor performance (quarterly), and Sales Dept. in establishing vendor relationships
- Analyzing purchase price variance and cost controls on a quarterly basis
- Negotiating invoice terms and FOB points consulting with Accounting
- Maintaining lead times and keeping updated vendor masters and vendor cross references
- Establishing building and grounds contracts, scrap contracts, garbage contracts and service contracts
- Assisting the Supply Chain Manager with reducing and controlling inventory excess and stock outs.
- Expanding personal lean manufacturing knowledge through continuous education
- Other duties as assigned

Tools Used: Computer, software, telephone, fax machines, calculator, printers, business operating system

Environment: Office environment, occasionally production floor, and occasionally vendor locations

Requirements:

1. Two years purchasing experience or education in a related field
2. Clear and precise oral and written communication skills are required.
3. Ability to embrace continuous improvement to question and evaluate systems/procedures for the most efficient uses, better communications, and process improvements on an ongoing basis
4. Ability to deal effectively with buyers and vendors promoting positive company image while ensuring the most advantageous relationships with vendors is maintained.
5. Valid driver's license with good driving record required.
6. Strong reasoning and independent decision making skills required.
7. Ability to work with the business operating system and PC's (MS Office) required.
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.