

	JOB DESCRIPTION CODE:	JPA001
	REVISION DATE:	4/12/21

JOB TITLE: Buyer II	SHIFT: 1st
DEPARTMENT: Purchasing	
REPORTS TO: Purchasing Manager	FLSA STATUS: Exempt

POSITION PURPOSE:

Select and purchase quality products for our business. Process purchase orders. Negotiate with suppliers and track orders. Creating and maintaining an inventory, quality assurance and liaising with inventory teams and management. Work with staff across departments to forecast the needs of the business and make purchase decisions based on demand.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Research, select and purchase quality products and materials
- Build relationships with suppliers and negotiate for best pricing and lead time via request for quote
- Process requisitions and update management on status of orders
- Ensure that stock levels are kept at appropriate levels. Expedite material as needed.
- Support strategic initiatives to achieve cost savings, inventory accuracy, supplier on time deliveries, and others as assigned.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, financial stability, and the supplier's reputation and history.
- Analyze market trends and apply this knowledge to make insightful buying decisions.
- Coordinate with inventory team, management and stockroom as required.
- Maintain data in the ERP system.
- Escalate any discrepancies to suppliers and management
- Travel: Up to 10% as needed, involving supplier audits at their facility.

KNOWLEDGE / SKILLS / ABILITIES:

- Analytically minded
- Possess excellent negotiating skills to secure the best prices according to budget.
- Knowledge of sales and marketing principles is a plus.
- Critical thinking skills.
- Strong communication skills, both written and verbal

QUALIFICATIONS / PRIOR EXPERIENCE:

- Bachelor's degree preferred.
- Relevant buying experience preferred
- Five years or more in a manufacturing environment
- Excellent computer skills: Excel, Microsoft Word, PowerPoint.

WORK ENVIRONMENT:

- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits
- Must be able to lift 25 – 50 lbs.
- Must be able to walk, talk, sit, stand, and communicate verbally continuously throughout an 8—10-hour period

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

APPROVAL:

APPROVAL:		
TYPE OR PRINT NAME	TITLE	SIGNATURE

Employee Signature

Date