



Associate Buyer

Position Summary: Entry level position is responsible for executing tactical purchasing strategies for the supply chain function.

Responsibilities:

- Creation and follow up of purchase orders for direct material for assigned suppliers
- Manage assigned supplier accounts to promote on-time delivery and quality goals
- Resolution of supplier invoice issues in a timely manner
- Support of non-conforming material process
- Support all internal customers including Sales, Manufacturing, and Team Leads
- Assist in resolving material and process issues by determining root cause and suggesting solutions to implement
- Support New Product Introductions to production
- Support End of Life process
- Shortage updates and critical concern maintenance on new products
- Other duties as assigned
- Assisting the buyer with the selection of the right product mix.
- Writing, placing and tracking purchase orders.
- Ensuring products are purchased at the right time, to specification and at a good price.
- Negotiating with vendors and building positive, long-term relationships.
- Researching new suppliers and making recommendations to the buyer.
- Preparing competitive retail and pricing strategies.
- Planning, monitoring and maintaining suitable inventory levels.
- Preparing budgets and forecasting purchasing trends.
- Compiling reports on product performance and statistics.

Education/Training:

- Associates Degree in Business or Supply Chain Management and/or 1 to 3 years of relevant work experience.

Knowledge/Skills/Abilities:

- Computer skills
 - MS Office
 - Syteline 8.02 (ERP)
- Excellent communication skills
- Ability to multitask in a fast-paced environment
- Good organizational and time-management skills
- Self-directed

Travel Requirements:

- 5% - Local Suppliers

Physical Requirements:

- Be able to lift at least 25 lbs and up to 50 lbs for short periods

Materials and Equipment Utilized:

- Computers, printers, etc

Working Environment:

- 10% Manufacturing: clean, low to moderate noise, safety glasses required and other personal protective equipment (PPE) where applicable.
- 90% - Office