

Job Title: Buyer

Report To: Purchasing Manager - Carmi 1309

Department: Purchasing

Summary: To provide support for the purchasing department

Essential Duties and Responsibilities:

Responsible for monitoring requisitions and purchase orders for correct approvals, entering purchase orders and verifying purchase order confirmations. Track and communicate with vendors regarding order status and long lead times and communicating with the appropriate areas on order status.

Researching products and negotiating pricing to source new vendors along with qualifying and setting up new vendors. Responsible for building, developing, and maintaining relationships with vendors/suppliers. Also responsible for evaluating supplier/vendor performance on a quarterly schedule.

Coordinating returns of rejected purchased goods, maintaining supplier/vendor ISO certifications, and communicating those that are expiring. Also responsible for any regulatory or compliance data/reports.

Responsible for coordinating delivery/pickup of ELASTEC parts that require an outside process, and parts that are outsourced for manufacture, or purchased from area suppliers.

Quote and arrange for shipping/pickup of all inbound purchase items that do not qualify for UPS shipment.

Other Responsibilities: Any other duties required by Management or Supervision

Supervisory Responsibilities: This position has no direct supervisory responsibilities.

Measurement of competency: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pre-employment screening: Credit history report, Criminal background report and drug screening.

Education and/or experience: High School diploma or equivalent

Language skills: This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. This job requires the ability to write

routine reports and correspondence. This job requires the ability to speak before groups of customers or employees of the organization.

Mathematical Skills: This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

Reasoning ability: This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial, or diagram form.

Computer skills: This job requires the individual to have general computer knowledge, as well as, Microsoft Office, knowledge of Sage 100 accounting software, and Contact management.

Certificates, License, Registrations: A valid driver's licenses and insurability is strongly preferred.

Other Skills and Abilities: N/A

Other Qualifications: N/A

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear.

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Authorities for decision making:	N/A
Candidate Requirements/Attributes:	N/A
Dimension of the Position:	N/A
Problem solving characteristics:	N/A
Demand for influencing:	N/A
Summary:	N/A