

# Job Title: Associate Buyer

## Job Description Summary

The Associate Buyer is responsible for complying with company purchasing policies and procedures, and maintaining supply inventory levels required for effective company operation. The Associate Buyer will also be involved with conducting regular price comparisons to ensure that the company is always getting the best price for each product that is purchased. In this role, the Associate Buyer will be performing a variety of duties, including providing administrative support to Purchasing team. This position will be set in a fast-paced environment and will require professionalism, accuracy, time management, and flexibility.

## **Essential Duties and Responsibilities**

- Develop rapport and maintain strong working relationships with company supply base
- Maintain target inventory levels and determine purchasing needs based on weekly, monthly, quarterly and annual requirements
- Completing and maintaining purchase orders for raw goods, materials, and supplies
- Compare product deliveries with issued purchase orders and resolve discrepancies
- Coordinating returns for credit of damaged or out of spec materials
- Stay current with industry trends and establish long-term purchasing arrangements with suppliers when it is beneficial to the company
- Work directly with suppliers to gather information for negotiating price
- Compare supplier offers for shipping rates and material prices, and maintain supplier contract records
- Develop and maintain programs with users to support consumable purchases for office and plant
- Become knowledgeable about the company purchasing policies and procedures
- Become knowledgeable about the laws and regulations for procured product and services of the company
- Provide general administrative support to the purchasing department
- Perform other duties and projects as assigned

## **Knowledge/Education:**

- Associates or a Bachelor's degree with a minimum of 2+ years of Procurement experience required or work experience in Supply Chain and preferably in a Consumer Product Goods environment.
- Must have excellent organization skills, communication skills and ability to work with suppliers in a cross functional environment.
- Should have good negotiation skills to evaluate and negotiate vendor service.
- Computer skills (Excel, Word, and PowerPoint) required and familiarity of ERP systems with Oracle/SAP being a plus.
- Knowledge of importing supplies from Europe is a PLUS, as is knowledge of Import/Export regulations.
- Understanding of the overall industrial and supply chain complexity and links.
- Ability to establish professional and good working relationships with suppliers and internal customers.

**Performance Expectations:** Confidentiality, quality, accuracy, timeliness, reliability, and thoroughness of work performed; ability to gain the trust and respect of management, employees and vendors; maintain the integrity of confidential business and product information; ability to communicate effectively and develop good working relationships with other employees and vendors; ability to work with and through others is essential to accomplish goals and objectives of the Company.

## **Excellent Benefits available on Date of Hire:**

- **Health, Dental and Vision Insurance with Flexible Spending Account**
- **Company Paid Life Insurance, Short Term Disability and Long Term Disability Insurance**
- **401k Retirement Plan with Company Match – (eligibility is after 30 days of employment)**
- **Paid Holidays & Vacation**
- **Paid Maternity and Paternity Leave**
- **Paid Training Opportunities**
- **Excellent Bonus Program**

