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| **Junior Buyer** **Job Summary** The Junior Buyer handles the administrative duties of the purchasing team. They source products, negotiate prices and confirm delivery schedules based on purchasing requirements. In addition, this role is responsible for creating purchase orders and overseeing the progress of the shipment. Once a product is received, the junior buyer will be responsible for verifying the accuracy of delivered items and handling any supplier issues or return requests. **Primary responsibilities**  * Maintain data accuracy, including lead-time, pricing, current supplier information, and current purchasing order data, etc. * Create purchase orders for raw materials, vendor parts, and manufacturing supplies, and other requested materials. * Confirm proper order execution, and provide data entry and reporting of materials and products. * Review parts lists and convert them to purchase orders with committed delivery dates.  **Role Qualifications** Business or Technical Bachelor’s Degree preferred.  A minimum of 1-2 years of purchasing or buying experience in a manufacturing environment.  Ability to meet deadlines, multi-task, and provide exceptional customer service.  Strong communication, organization, negotiation, and time management skills |