Buyer

The Buyer will be responsible for working independently to develop direct supply management solutions for company requirements. This includes developing the statement of work, requirements, performance criteria, and cost targets. Leads the process of sourcing through identifying capable suppliers, working with involved departments, gaining proposals from suppliers, negotiation preparation, and negotiations with source selection recommendation.

The successful candidate for this position has experience in Supply Chain and a strong understanding of supply chain management concepts.

Primary Responsibilities

Maintain an efficient and accurate system for monitoring all open purchase orders

Deliver a weekly purchase order report that indicates open purchase orders that are past the expected ship date and follow up with supplier

Execute the Strategic and Annual Operating Plan to support PEM.

Work with shipping/receiving to ensure that all deliveries satisfy the assigned purchase orders and report any damaged or missing products

Maintaining proper inventory levels of materials used on a regular basis

Possesses an entrepreneurial approach in reducing material costs to support the company’s cost reduction goals and to help PEM’s supply chain to be a competitive advantage.

Expert in the direct supply base material acquisition plans and requirements. Coordinate with the other key stakeholders to ensure the best source of supply is selected. This includes Marketing, Engineering, Supply Chain Management, Operations, & Finance.

Demonstrates an Enterprise approach, as a cross-functional team member to support the best performance results for PEM.

Compliance with all safety rules and guidelines.

Work safely without presenting a direct threat to self or other

Other duties as assigned

Qualifications

Bachelor’s degree in business or a related field required

Preferred 1-2 Years experience in Supply Chain Management

Strong negotiating and interpersonal skills

Comprehensive understanding of MS Office and industry standard purchase order software platforms

Impeccable attention to detail

Ability to work well with a team

Able to thrive in a high-stress and fast-paced environment

Strong work ethics and great attitude required

Valid Driver’s License

Job offers are contingent upon passing a drug screen.