

**WE'RE
HIRING!**

Junior Buyer

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SUMMARY OF FUNCTIONS:

Coordinates and expedites the flow of materials to meet WPT production schedule. Buyer assumes responsibility for faxing, emailing, expediting, and processing paperwork. In addition, buyer maintains files, quotes, and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Arranges for delivery of parts to expedite flow of materials to meet production schedules.
- Works with the current vendor base to understand their process while working together with vendor to improve quality and delivery.
- Evaluates vendor performance.
- Follows up on past due orders, expedites delivery of orders and checks order for special arrangements for delivery if required; communicates to the appropriate department the expected delivery dates.
- Reviews all vendors "Past Due Report", faxes notices to vendor, and follows up weekly.
- Maintains the computer system on pricing and vendors to ensure accurate information.
- Email or faxes purchase orders to vendors and updates acknowledgements.
- Maintains current vendor ISO Certification list and Supplier Evaluations.
- Maintain ERP system files, such as purchase orders, quotes and past due vendor reports and examine these files for completeness, accuracy and conformance to standards and specifications.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Purchasing Manager and coordinates activities with all departments.

ADDITIONAL RESPONSIBILITIES:

- Additional duties may be required in the absence of the Purchasing Manager.
- May represent the department in any meeting or activity where purchasing is involved or is an issue.
- Works as a member of the team to provide excellent customer service.
- Complies with company attendance and tardiness rules.
- Complies with all company safety regulations.

EDUCATIONAL OR SKILL REQUIREMENTS:

- A high school diploma is required with a college degree preferred.
- Buyer must be computer proficient with Windows based software.
- Strong interpersonal skills to work with team members and suppliers.

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- Time management skills (managing one's own time and the time of others as best is possible) are required.
- Must be able to communicate effectively with all levels of the organization by verbal and written means.

PHYSICAL REQUIREMENTS:

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.

While performing essential duties of this job the employee is regularly required to sit, use hands and fingers to feel, reach and handle and reach with hands and arms. The employee is frequently required to talk and to hear. The employee is occasionally required to stand and walk, also must occasionally lift and /or move up to ten (10) pounds. Specific vision abilities required for the job are related to the use of computers including close vision, peripheral vision, and the ability to focus.

WORK ENVIRONMENT:

The work environment is mostly in an office; however, sometime could be spent in the receiving area, warehouse, production, quality area or any WPT area.

GENERAL:

This job description indicates the general nature and level of work expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. The employee may be asked to perform other duties as required.