

SPECIFICATION RUBBER PRODUCTS General Job Description

Job Description: Buyer

Position Level: 6 Non-Exempt

Position reports to: Finance Manager



Specification Rubber Products, Inc.

General Job Qualifications:

Must possess strong verbal and written communication skills, strong computer skills, and outstanding organizational skills, including the ability to create, operate, and maintain accurate filing systems. Can multi-task, switching from one project to another easily and seamlessly. Must be motivated, thorough, and able to work with little to no supervision. Must present a professional appearance and conduct while working professionally with diverse, cross-functional groups. Experience in purchasing is desired, and a degree is preferred. Product knowledge, along with working knowledge and experience in a manufacturing operation, is desirable. Must be Microsoft Excel proficient.

Essential Duties and Responsibilities:

- Issue purchase orders and releases for raw materials consistent with inventory requirements.
- Work with Manufacturing and Maintenance to secure price and delivery of required items for plant operations.
- Fully execute all required activities relating to purchase orders and their issuance and follow through to payment.
- Maintain all purchasing records and files as required.
- Manage supplier activity to ensure the timely release of purchase orders and timely arrival of materials.
- Review supplier on-time performance and actions to improve when necessary.
- Understand negotiated contracts with vendors, including pricing, terms, service dates, expiration dates, etc.
- Interact with internal personnel and vendors regarding the ordering, tracking, and receiving of purchase orders.
- Follow all ISO procedures and policies, as well as all agreements, under Buyer/Purchasing's responsibilities.
- Coordinate complaints and returns, including all paperwork, of any item to suppliers.
- Prepare and publish required reporting.
- Track raw material pricing activities.
- Understand negotiated contracts with vendors, including pricing, terms, service dates, expiration dates, etc.
- Work with the Scheduler to make recommendations for MRP schedules, product substitution, and lead times.
- Work with Inventory Control Technician to validate inventory accuracy.
- Review inventory dollars and actions to minimize inventory while ensuring no stockouts.
- Oversee monthly stock requisitions procedure, ensuring activity is taking place and submitted timely.
- Responsible for being the direct liaison between the company and vendors and building relationships.
- Adhere to all company policies and procedures/other duties as assigned.

Specification Rubber Products is an Equal Opportunity Employer committed to providing equal employment opportunity in all employment practices. Specification Rubber Products will not discriminate against any applicant for employment because of their race, color, religion, sex, national origin, age, disability, veteran or service member status, marital status, or any other category.