



Job Description

BUYER

DEPARTMENT: Purchasing
REPORTS TO: Purchasing Manager
MANAGES THE FOLLOWING POSITIONS:
Office Temporary Employees
DATE: December 2011

Position Summary

Works with vendors to obtain needed Inventory, Supplies and Services according to established policies and procedures, at the lowest cost, with required quality, quantity and availability. Works with Nordic Ware's ERP system, Fourth Shift, to maintain accurate Purchase Order and Costing Information.

Job Responsibilities

Purchasing Responsibilities

1. Analyze Inventory Requirements for Purchase and recommend/initiate Buyout using Fourth Shift Systems.
2. Release to vendor and input purchase orders for inventory items through Fourth Shift information as directed by Purchasing Manager.
3. Monitor released purchase orders for selected commodities and items and revise as needed to maintain Production Supply and Inventory Levels.
4. Purchases department supplies as requested and authorized by department managers.

Vendor Management

5. Coordinates active vendors in relation to order placement, on time delivery, expediting and coordinating with Nordic Ware production as required.
6. Assist in determining new and appropriate sources for required needs.
7. Troubleshoot vendor issues.
8. Source New Vendors.

Purchasing Administration

9. Oversees office personnel assisting in purchasing clerical functions.
10. Monitors purchasing order entry and revision.
11. Maintains vendor quote files and vendor information data.

Inventory Responsibilities

12. Monitor and adjust incoming inventory according to the current needs of operations and as required by inventory levels level goals.

Quality Management

13. Maintains vendor contact for quality problem resolution.

14. Interface with NAPI Quality Assurance to establish and maintain quality standards with Suppliers.

Information Management

15. Monitors and initiate Actions based on daily Fourth Shift Buyer Reports and Messages for Purchase Order Revision needs and Vendor Action needs.

Qualifications

- ❖ Bachelor's degree in related field preferred.
- ❖ Two (2) to four (4) year's experiences in a similar position required.
- ❖ Requires computer and keyboarding skills.
- ❖ Must have good written and verbal communication skills.

Physical Requirements

- ❖ Must be able to occasionally lift and carry twenty-five (25) pounds.
- ❖ Requires frequent fingering or keying.
- ❖ Must be able to talk and hear in ordinary conversation.
- ❖ Must be able to see with corrective lenses activity near.

Incumbent's Signature _____ DATE: _____

Supervisor's Signature _____ DATE: _____