CURRENT OPENING

Buyer

Location: Adelanto, CA

Posting Date: 2/12/2021
Reports to: Production Control Manager
FLSA Status: Exempt
Close Date: Open until filled*

Let's get to work!

Interested in rewarding work experiences where you can thrive personally and professionally? How about peace of mind knowing that you are part of a valued team in a growing organization? Come be part of our team!

ABOUT THE JOB

Responsible for procurement and the purchasing function for the Adelanto plant operations. Maintain relationships with a variety of vendors, in order to purchase products or services at the best possible prices. Maintains up to date vendor records and purchase order records, and follows all company policies and directives.

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Processes requisitions for MRO, RFQ and raw material items and administrates purchase orders
- Follows corporate policy for new vendor setup and vendor maintenance
- Researches products and vendors to optimize value and performance
- Communicates and coordinates material and component delivery with appropriate departments.
- Checks back orders, expedites delivery of orders, and maintains current status of purchase orders
- Follow up on in-house processing of purchase orders to include goods receipts' and invoice verification. Works with AP to resolve GR/IR issues
- Maintains an up to date filing system on pricing and vendors to ensure access to accurate information. Creates monthly expense reporting for review
- Initiates and participates in problem identification and corrective action efforts in areas related to purchasing
- Participates in TQM efforts
- Participates in the operation of the operating supplies store room. Maintains ordering lists and shelf labels and creates purchase requisitions and purchase orders based on inventory levels
- Helps maintain and track the buyout inventory
- Supplies pricing to estimating for major materials prior to bid
- Contract management, negotiations and review
- Follows company ISO procedures related to purchasing and executes daily business accordingly

- Participates in appropriate training and educational opportunities to stay abreast of changes
- Assist corporate purchasing and follows corporate directives and policies for the purchasing area

KNOWLEDGE, SKILLS, ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent written and verbal communication skills with the ability to communicate with both internal and external customers
- Capable of effectively working with varying management styles
- Exceptional organization and detail skills with the ability to prioritize and manage multiple tasks and projects
- Capacity to calculate figures and amounts such as discounts, interest, commissions, proportions, percentage, area circumference and volume
- Able to apply concepts of basic algebra and geometry
- Competent in the following: SAP, Track.Net, Microsoft Office.

EDUCATION/EXPERIENCE

- College and/or purchasing experience of at least 2 years for a manufacturing firm

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TO APPLY

Sound like the job for you? Click here to apply online.

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.

Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.