

**Position: Buyer/Sourcing Specialist**  
**Department: Purchasing**  
**Job Status: Full-Time**  
**Reporting to: VP of Operations**  
**Location: US Headquarters - Export, PA**

This role is perfect for a team player looking for a high paced environment with quick thinking and creative out of the box solutions in an ever-changing supply chain market.

**Key Job Responsibilities:**

- Responsible for developing, managing and maintaining relationships with internal team members as well as outside vendors.
- Ensure on-time execution of projects by close cooperation with vendors and internal team.
- Ensure daily operations of procurement with vendors runs smoothly and efficiently by enforcing company policies and procedures.
- Coordinate vendor contracts and new vendor set-up documentation.
- Update and maintain Great Plains with vendor information.
- Deliver performance feedback on vendors regarding quality, on-time deliveries, and customer service satisfaction.
- Create and issue purchase orders to satisfy sales orders, production orders, stocking and service requirements.
- Evaluate stocking levels based on historical transactions and sales forecasts to minimize the inventory required to satisfy customers.
- Maintain the item master for assigned products.
- Maintain the accuracy of the purchase order delivery dates and pricing.
- Deliver briefs, updates, and reports as and when required.
- Develop creative and innovative procurement processes.
- Develop ideas and strategies to improve operational efficiency.
- Other duties as assigned

**Qualifications:**

- Bachelor's degree or equivalent in experience
- 1 - 3 years' experience and/or education in procurement and inventory management
- Working knowledge of computer programs for word processing, email, and spreadsheets.
- Working knowledge of purchasing techniques including RFQs, blanket orders and product demand discounts that improve strategic costing capabilities.