



G.R.
MANUFACTURING, INC.

BUYER

Full Job Description

G.R. Manufacturing, Inc. is seeking a talented **Buyer** to join a diverse team to support production and manufacturing with the procurement of materials, equipment, tools, parts, supplies and services for the company.

The Buyer candidate will be responsible for procuring materials, equipment, tools, parts, supplies and services for the company.

Other key responsibilities

- Responsible for reviewing, validating and procuring purchased items as requirements are generated by MRP system.
- Review, validate and procure supply items for all departments as requested.
- Monitor inventory levels and procure raw material as required and as requested.
- Select appropriate supplier for purchased components considering capability of supplier to meet quality, cost and delivery requirements.
- Maintain accurate system information related to purchasing to include material cost, reorder amount, minimum order quantity, primary vendor assignment, vendor pricing and general vendor information.
- Continuously review supplier performance with regards to quality, cost and delivery.
- Assist accounting department as needed to resolve discrepancies related to purchase orders, receiving, supplier invoices, credit, etc.
- Assist Materials, Production, Engineering, Quality, Sales, Maintenance and Accounting as needed relative to purchasing related activity.

Basic Qualifications

Prefer candidate to have a college degree with at least 5-years' experience in purchasing preferably in manufacturing. High school diploma required at minimum.

- Candidate must have knowledge of common purchasing practices and procedures.
- Candidate must have exceptional oral and written communication skills.
- Candidate must be proficient in Microsoft Word, Microsoft Excel and Microsoft Outlook.
- Candidate must have knowledge in manufacturing software such as EVO, DBA, SAP in areas associated with the purchasing and scheduling.
- Candidate must have general knowledge associated with a manufacturing organization.
- Candidate must be highly organized, professional, motivated and a self-starter.
- Candidate must be able to work a full-time.