

Junior Buyer/Front Office administrator- MRO, parts, materials and components

Description

The company is a privately held manufacturer of branded and private label nutritional and dietary supplement products. These nutraceuticals are produced and distributed to major retail and club chains throughout North America. The corporate headquarters and manufacturing operations are located in the North Dallas area of Texas. The company has earned a reputation and is committed to making the highest quality products possible and providing world class customer service.

Under the supervision of the Director of Purchasing, the Jr. Buyer will have full responsibility and accountability to procure maintenance parts, maintain PO's for capital expansion products and assist procuring components, services, and direct/indirect materials required to support manufacturing in addition to managing front desk and reception activities by providing excellent first impression for our visitors to the facility. The Junior Buyer is responsible for negotiating best terms for quality, price and delivery necessary to meet specific budget and schedule requirements.

ESSENTIAL JOB FUNCTIONS

1. Uses specifications to purchase required materials, components, services and indirect materials from qualified vendors that meet requirements for quality, price and delivery.
2. Reviews requisitions to ensure accuracy and completeness, generates the purchase order in the computer system and places purchase orders with vendors.
3. Collaborates closely with project managers, engineers, manufacturing, and production control to determine project schedules for timely procurement.
4. Maintains records of purchases including, the vendor part numbers, expected delivery dates, prices, and partial deliveries.
5. Proactively expedites purchased items by to meet delivery requirements of the project. This may involve asking a vendor to change delivery of specific item(s) within a purchase order.
6. Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
7. Works with vendors to resolve discrepancies with quantity and quality of materials, components, indirect materials or services received.
8. Identifies items to be returned to vendors and records progress for return authorization, shipping the items, and credit to account or refund. Works with the vendors to obtain corrective and preventative action reports.

9. Assist Receiving/Accounts Payable in resolving receipt/invoice discrepancies.
10. Interfaces with all departments and resolves problems and issues with needed purchase items.
11. Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.
12. Works with cross-functional teams to support continuous improvement projects, as needed.
13. Can work independently in a fast paced, growing organization.
14. Strong ERP experience in purchasing or planning. Sage X3 experience is a plus.

Requirements

Prefer Associates Degree in Supply Chain, logistics, or Business

Prefer 2-5 years' experience purchasing parts, components, raw materials or packaging

Exceptional customer service presence and pleasant demeanor greeting guests/customers and vendors that arrive at the facility

Ability to work independently and prioritize workload

Prefer experience in food industry, nutritional industry, supplements, drink industry and or cosmetic industries

Salary based on experience.

Participation in 401K program, Medical, dental and vision benefits available.