

POTTORFF®

Title: Buyer
FLSA: Exempt
Reports to: Plant Manager
Location: Fort Worth, Texas

General Summary

A Buyer at Pottorff will have an inquisitive nature and the desire to solve problems with analytical thinking. The successful candidate will be self-directed and detail oriented. They will possess good organizational skills and experience with working as part of a team.

Essential Duties and Responsibilities

1. Responsible for coordinating the procurement of goods and services as required to meet production needs.
2. Purchase commodities; manage inventory control of all assigned areas.
3. Responsible for improving or adding inventor controls to move towards JIT.
4. Responsible to work with assigned Project leaders for securing special materials for non-standard jobs and large projects.
5. Negotiate with current and new vendors for best price, quality, and delivery.
6. Work with vendors to keep inventory levels to efficient levels.
7. Resolve issues regarding invoicing, material quality and delivery.
8. Contribute to the building of the foundation for a process driven purchasing organization.
9. Task prioritization by combining analytics and collaboration with engineering and production control are essential.
10. Responsible for developing and managing the Material Procurement function for goods, materials demanded for sheet metal, and aluminum manufacturing
11. Create/Assist in item specific forecasts over a rolling time horizon to be used for ordering and inventory management purposes.
12. Create/modify processes among Operations, Purchasing, Engineering, and outside suppliers to execute the planning/replenishment process.
13. Identify inefficient or ineffective processes and lead project efforts to evaluate and implement improvements

Education/Experience Requirement

1. Minimum two-year associates degree.
2. Supply chain management experience preferred.
3. Price and contract negotiation experience with proven results are required.
4. 10+ years of experience in purchasing with at least 5 years of strategic experience in a lean manufacturing setting, preferably in a high-volume metal fabrication.
5. Working experience with MRP and ERP systems or product specific forecasting in a manufacturing environment, Epicor is a plus.
6. Skilled in process development and documentation.
7. Ability to be a creative and effective problem solver.
8. Highly proficient with MS Office Suite.

Physical Demands

At times be able to work longer than normal hours and manage dynamic situations. This position requires sitting for prolonged periods of times, bending, and lifting up to 15 lbs.

Work Environment

General manufacturing office environment but will be required to be out on the production floor at various times as needed.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.