

# **POTTORFF®**

**Job Title:** Senior Buyer  
**Reports To:** Plant Manager  
**Location:** Fort Worth, TX

## **General Summary**

A Senior 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 have 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 to work with assigned Project Manager for securing special materials for non-standard jobs and large projects.
4. Negotiate with current and new vendors for best price, quality and delivery.
5. Work with vendors to keep inventory levels to a minimum.
6. Resolve issues regarding invoicing, material quality and delivery.
7. Contribute to the building of the foundation for a process driven purchasing organization.
8. Perform other purchasing related activities as assigned by Plant Manager.

## **Education/Experience Requirement**

1. Minimum two-year associates degree.
2. Asian supply chain management experience preferred.
3. Minimum of 3 years in a Senior Purchasing role in a lean manufacturing setting, preferably in metal fabrication.
4. Ability to read and interpret engineering drawings.
5. Skilled in process development and documentation.
6. Ability to be a creative and effective problem solver.
7. Highly proficient with MS Office Suite.

## **Specific Skills Required**

1. Dependable, self-motivated, detailed oriented.
2. Excellent verbal and written communications skills.
3. Work with minimal supervision.
4. Detail oriented with the ability to manage multiple priorities and deadlines.
5. Self-starter with high degree of initiative and follow through