

# POTTORFF®

<b>Title:</b> Sr. Buyer	<b>Reports to:</b> Plant Manager
<b>FLSA:</b> Salaried - Exempt	<b>Location:</b> Montebello, CA

## 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. Minimum 3 years of experience in a Senior Purchasing role in a lean manufacturing setting.
3. Ability to read and interpret engineering drawings.
4. Skilled in process development and documentation.
5. Ability to be a creative and effective problem solver.
6. 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

## Physical Demands

At times be able to work longer than normal hours and manage stressful situations.

## Work Environment

General office environment.

Interested candidates should contact Ali Nikzad at [anikzad@pottorff.com](mailto:anikzad@pottorff.com)