



TITLE: Buyer

DEPARTMENT: Materials Group

REPORTS TO: Purchasing Supervisor

COMPENSATION: Competitive wages based on experience

BENEFITS: Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

Specific Duties:

- Purchase product materials at planned quality, delivery, and cost
- Visit key and potential new suppliers
- Provide regular performance feedback to assigned suppliers and assure close-out of supplier corrective action requests
- Provide vital information to select partner suppliers to assure their development and success
- Negotiate, execute, and administer contracts with supplier
- Resolve escalated issues between Gorbel and suppliers
- Reconcile invoices and work with Finance to take advantage of discounts
- Assure item vendor, records, and purchasing data accuracy in ERP system
- Support business development with the sourcing of new materials
- Provide periodic cost change analysis and indication of steel market price direction
- Occasional factory presence required (NY and AL)
- Some day time and overnight travel to North American suppliers

Minimum Requirements:

- Degree in related discipline (or comparable experience) with a minimum of 2 years purchasing experience in manufacturing in an ERP environment
- Proficient in Microsoft Office
- Strong Interpersonal skills
- Ability to read drawings and match to supplier capability
- Knowledge of various manufacturing processes to assist in sourcing decisions

Preferred Skills and Experience:

- Knowledge of Infor/Syteline systems a benefit but not a requirement
- Professional certification (APICS, ISM,APS)

ADA Physical/Mental/Workplace Requirements:

- Occasional lifting up to 25 lbs
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

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