

TITLE: Buyer

DEPARTMENT: Materials

REPORTS TO: Supervisor, Purchasing

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:

- Tactical purchasing of production materials at planned quality, delivery, and cost levels for assigned facilities/product lines
- Visit key existing and potential new suppliers
- Provide regular performance feedback to assigned suppliers and assure close-out of supplier corrective action requests
- Negotiate, execute, and administer contracts with suppliers
- Resolve escalated issues between Gorbels and suppliers
- Investigate and resolve invoice discrepancies in a timely manner
- Work with Finance to take advantage of early payment discounts
- Ensure item, vendor, records, and purchasing data accuracy in ERP system
- Support business development teams with the sourcing and procurement of new materials
- Provide periodic cost change analysis and monitor steel market price direction
- Some day time and overnight travel to North American suppliers and Gorbels facilities
- Manage change orders between customer service, suppliers, and manufacturing including expediting materials to ensure Gorbels on-time shipment performance
- Process non-conforming material reports (NCMR's) in a timely manner
- Actively drive continuous improvement and utilize problem solving skills
- Perform other tasks and projects as assigned

Job Qualifications:

- Degree in related discipline or a minimum of 2 years comparable purchasing experience in a manufacturing ERP environment
- Working knowledge of various manufacturing processes to assist in sourcing decisions including metal fabrication and machining
- Ability to read drawings and match to supplier capability
- Proficient in Microsoft Office
- Strong Interpersonal skills
- Strong ability to understand project requirements and communicate openly and clearly with suppliers, engineering, project managers, and manufacturing
- Knowledge of Infor/Syteline systems preferred
- Professional supply chain certification (APICS, ISM,APS) preferred
- Experience purchasing materials for manufacturing preferred

Work Environment:

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

To apply for this position, please complete an [employment application](#) and send to careers@gorbel.com.

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