**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 closeout of supplier corrective action requests.
* Negotiate, execute, and administer contracts with suppliers.
* Resolve escalated issues between Gorbel 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 Gorbel facilities.
* Manage change orders between customer service, suppliers, and manufacturing including expediting materials to ensure Gorbel’s 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:**

* High School Diploma or equivalent required
* At least two years of 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

**Preferred Requirements:**

* Associate’s Degree
* Knowledge of Infor/Syteline systems
* Professional supply chain certification (APICS, ISM,APS)

## **Work Environment:**

## ADA Physical/Mental/Workplace Requirements

* Unassisted lifting up to 25 pounds
* Bending, walking, kneeling, pushing/pulling
* Wearing all PPE as required

To apply for this position, please complete an [employment application](https://www.gorbel.com/docs/default-source/marketing-services/employmentapplication.pdf?sfvrsn=4) and send to careers@gorbel.com.

Gorbel® is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, gender, gender identity, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Gorbel® is also committed to providing reasonable accommodations to qualified individuals so that an individual can perform their job related duties. If you are interested in applying for an employment opportunity and require special assistance or an accommodation to apply due to a disability, please contact us at 585-924-6204.