



Job Description for: Associate Buyer

The Associate Buyer is responsible for performing tasks to ensure a smooth and efficient operation of products and services to support manufacturing. This position reports to the Lead Strategic Buyer.

Responsibilities and Duties

- Review order acknowledgments for price and delivery and update PO's, supplier price and standards accordingly. Follow up on missing acknowledgments daily.
- Review open order reports and expedite critical orders. Follow up on late or orders shipped short. Notify buyers of any issues.
- Maintain new vendor information.
- Maintain supplier database to include necessary approval paperwork, ITAR, ISO and Quality Manual certifications.
- Manage supplies and services for office equipment.
- Manage vending and shredding services.
- Run on time delivery reports monthly and investigation into causes for late shipments.
- Calculate, manage, and communicate scorecards to suppliers quarterly. Follow up with signatures if below our standard and if a SCAR has been issued.
- Review and assist accounts payable with invoice discrepancies.
- Communicate and resolve receiving issues.
- Support and assist office staff with special projects as needed.
- Complete all other duties as requested.

Requirements

- High School Diploma or general education degree (GED) required.
- One year of prior office experience is preferred.
- Experience with Microsoft office applications, primarily Word, Excel and Publisher, is required. Database experience is a plus.
- Working knowledge of a manufacturing and production company.
- Professional people skills required as is the ability to be flexible. Ability to take direction when needed.
- Attention to detail.
- Accuracy in spelling, letter writing and basic documentation required.
- Knowledge and proper use of the English language.

- Physical requirements include sitting, standing and walking.
- Adherence to employee rules and regulations leading by example in the areas of integrity, punctuality, attendance and reliability.