

Buyer

This buyer will handle sourcing, negotiating an uninterrupted supply of materials, primarily non-inventory and stock inventory items. This buyer will check the performance of suppliers, with an emphasis on controlling costs, total cost of ownership, and quality.

- Generates purchase orders for all supplies and services.
 - Prepares orders and follows up to expedite delivery and shipment.
 - Obtains certifications of delivery and conducts check against orders.
 - Develops and maintains necessary records and files for efficient operation.
 - Analyzes quotations received, selects or recommends suppliers, and schedules deliveries.
-
- Processes purchase requisitions, generates purchase orders, faxes to vendors including expediting and follow-up.
 - Generates purchase orders, updates vendor and part number files terms and conditions, freight, accounts and lead-times.

Experience:

- Bachelors Degree with Recent 3 years negotiation/buying experience with success in reducing material costs
- Recent 3 years experience in food manufacturing
- Strong Excel skills with the ability to create and link spreadsheets
- Excellent analytical skills
- Prior maintenance of in stock inventory
- High energy level, initiative, creative problem solving and sense of urgency
- Experience with lean manufacturing a plus

Location : 190/290 MA area

Interested Candidates, please contact;
Leslie Gabriele

Gabriele & Company

Recruiters for Manufacturing and Materials

www.gabrieleandcompany.com

781-276-7999

leslie@gabrieleandcompany.com

<http://www.linkedin.com/in/gabrieleandcompany>

posting date: 2/3/2010