



9049 Tyler Blvd.
Mentor, Ohio 44060
Ph. (440) 974-8888
www.buyersproducts.com

Buyer

Buyers Products Company, a leading manufacturer in the work truck industry, is searching for a Buyer to support the Buyers Supply Chain. The Buyer will be responsible for timely placement of purchase orders and delivery of material to meet customer order and work order requirements while maintaining appropriate inventory levels and achieving the lowest total cost of acquisition.

Primary Job Duties:

- Create, review, and release Purchase Orders in a timely manner and expedite/defer to balance customer and inventory objectives.
- Perform transactions necessary to provide the organization with visibility to incoming supply and maintain accurate inventory balances.
- Review and address past due orders, stock outs, and changes required with vendors (expedite/defer) in a timely manner.
- Investigate, identify, and recommend suppliers that contribute to growth initiatives, cost targets, and production strategies.
- Maintain part settings, such as safety stock and order minimums, to enable efficient ordering.
- Respond promptly and professionally to Customer Service inquiries about lead times for customer orders and communicate schedule revisions as necessary.
- Maintain mutually beneficial relationships with assigned suppliers to foster continuous improvement and feedback.
- Identify problem areas that impact delivery and quality performance and initiate corrective action.
- Ensure prompt disposition of non-conforming receipts to minimize impact to our customers.
- Participate in departmental initiatives as required.
- Develop, maintain, and distribute measurement reports as required.
- Participate in new project and product rollouts, including identifying and negotiating with potential suppliers.
- Other related duties as assigned.

Skills/ Experience: Education & Requirements

- Purchasing and negotiation experience
- Strong verbal and written communication skills with the ability to adapt to suit different audiences
- Ability to build and maintain effective work relationships, both internal and external, and establish credibility with business partners
- Demonstrated project management skills and ability to execute initiatives
- Excellence in analytical, fact-based problem solving to optimize results for world-class customer service
- Willingness to learn, self-motivated and positive team player



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Education Background:

- 3-5 years of experience in a fast-paced manufacturing/distribution environment
- Degree or equivalent experience in the area(s) of Business, Industrial Management, Purchasing, Supply Chain or related field

About Buyers Products Company

Established in 1946, Buyers Products Company has grown to become a leading manufacturer in the work truck industry. Buyers Products specializes in durable truck boxes, heavy duty towing equipment, hydraulics, controls, and all-season trailer accessories. The Buyers line of snow and ice equipment includes SnowDogg® snowplows, SaltDogg® spreaders, and ScoopDogg snow pushers. For more information, visit www.buyersproducts.com.