

## **JOB POSTING**

**Job Title:** Senior Buyer  
**Department:** Procurement Department  
**Reports to:** Production Manager  
**Salary Range:** DOEE  
**Date of Posting:** November 16, 2018

**Position Description:** The Senior Buyer will be responsible for procuring all materials necessary to produce company's finished goods. This position will handle the procurement of raw materials, components, products, and tracks delivery to the company's co-packers and distribution center.

**Job Duties:**

-Performs purchasing/buying duties by analyzing inventory requirements and placing purchase orders for raw materials, components or products to the approved vendors to meet the required quantity and delivery dates.

-Reviews planned purchase orders that is generated by the MRP system and releases the planned orders timely.

-Maintains a current open order status spreadsheet to reflect accurate materials that are ordered in the MRP system. Assists in generating as needed reports.

-Timely issues and tracks purchase orders and escalates possible challenges to procurement manager.

-Evaluates vendor performance and works with Sourcing in improving vendor performance to provide a reliable supply chain.

-Obtains required documentation of any material as specified by quality control department (certificate of analysis, packing list, MSDS, etc.)

-Resolves any quality, quantity or pricing issues concerning material with the vendor.

-Coordinates and arranges transportation of material from the supplier to the co-packer or to company's distribution center. Ensures all logistical requirements in transporting of material meet specifications and delivery deadlines.

-Creates as needed workflow charts, Standard Operating Procedures (SOP) and conducts trainings as needed. Works with Procurement Manager to analyze and improve productivity and efficiency in procurement processes.

-Performs additional related job duties or projects as instructed by supervisor.

**Job Requirements:**

- Bachelor's Degree
- 5+ years of relevant experience with logistics, supply chain, third party manufacturing coordination, and purchasing of raw materials including imports and working with custom brokers.
- cGMP knowledge a must.
- Must be able to handle multiple tasks simultaneously and work independently with minimal supervision.
- Must be able to work with multiple departments.
- Must be proficient with Word and Outlook.
- Must have working knowledge of Excel

- Nutraceutical manufacturing knowledge a plus
- Good written and verbal communication
- Experience with Laserfiche a plus
- Experience with ERP systems required.

**Job Status &  
Schedule:**

Full-Time / Non-Exempt (Hourly), Day Shift; 9:00 a.m. to 6:00 p.m. with 1 hour of unpaid meal break (M-F)

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 15 pounds for files, computer printouts on occasion.

We are an equal opportunity employer.