

JOB POSTING

Job Title: BUYER
Department: Production Department
Reports to: Production Manager
Salary Range: DOEE
Date: 2-8-2019

POSITION DESCRIPTION:

The Buyer is responsible for procuring the material and components required to make the products according to the production planning. This position supports the department processes in evaluating vendors and suppliers and ensures a smooth material flow.

Job Duties:

1. Performs purchasing/buying duties by analyzing inventory requirements and placing purchase orders for materials/products.
2. Identifies, recommends, and evaluates vendors from which to procure requisitioned commodities, meeting criteria such as price, quantity, quality and delivery date and places orders.
3. Issues purchase orders and purchase orders based on the established monthly production plan, sending the approved purchase orders to the suppliers and following up with the supplier on shipment of delivery of the material.
4. Obtains required documentation of any material as specified by quality control department (certificate of analysis, packing list, MSDS, etc.)
5. Calculates and coordinates packaging/label requirement to ensure a smooth production run of the finished good.
6. Resolves conflict and/or discrepancies concerning material at the vendor levels.
7. Works together with various internal departments including Quality Control, Sourcing, R&D, Graphics and resolves any manufacturing process issues related to purchase/raw materials.
8. Coordinates delivery and confirms with vendor that all materials are consistent with the specification and meeting delivery date.
9. Works with third party manufacturer or co-packer to ensure timely delivery of ordered material/product.
10. Controls the opening and closing of manufacturing and material orders from suppliers, vendors and copackers.
11. Provides support for new product development and keeps supervisor apprised of all order statuses.
12. Coordinates and arranges transportation of material from the supplier to the co-packer facility or to the Jarro Formulas distribution center.
13. Collaborates with Procurement Supervisor on developing, drafting and implementing Standard Operating Procedures (SoPs) related to Production functions to establish consistent guidelines.
14. Performs additional related job duties or projects as instructed by supervisor.

Job Requirements:

- Minimum of 2-years of experience in the role of a Buyer in the dietary

supplement, food, beverage, cosmetic, medical device or pharmaceutical industry

➤ **High School Diploma**

- Experience with contract manufacturers preferred
- Excellent analytical and communication skills
- Detail-oriented
- Demonstrates positive attitude and strong people skills
- Ability to cooperate with team members/leaders
- Intermediate level of MS Office Suite such as Excel, Word, Outlook
- Experience with ERP software, BatchMaster Enterprise specific is a plus

Job Status & Schedule: Full-Time / Non-Exempt (Hourly), Day Shift

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.