



Posting Date: 6/19/2017

Posting End Date: until filled

The following position is currently open. If you wish to apply, please submit your resume and cover letter to:

jobs@tectran.com

JOB TITLE: Buyer

JOB TYPE: Full Time

Our rapidly growing global company imports and exports a variety of products within the NAFTA region as well as between North America and Asia. We are looking for an individual who will be responsible for all elements of the purchasing process for a selection of vendors/products such as inventory replenishment planning, purchase order placement, expediting, negotiation and sourcing. The scope of responsibilities will also include purchasing on behalf of other Tectran distribution locations. We are in the midst of an ERP implementation and expect the individual to train and learn in both legacy and new ERP systems

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan Material requirements and inventory replenishment from off-shore and domestic suppliers
- Enter Purchase Orders
- Administer Purchase Order Contracts
- Validate Supplier PO acknowledgements and Proforma Invoices
- Supplier sourcing and negotiations
- Supplier communications relating to pricing, quantity, quality and delivery issues
- Process supplier returns of non-conforming products and surplus inventory
- Expedite deliveries with suppliers, as needed, including the arrangement & tracking of air freight shipments
- Coordinate with freight and customs brokers for shipping arrangement, customs brokerage and delivery
- Analyze supplier quotes and the impact of price changes
- Maintain accurate system records of supplier pricing, part numbers, shipment ETA
- Other administrative duties within Purchasing and other departments, as assigned

SKILLS/EXPERIENCE:

- Experience in Purchasing, Supply Chain and Logistics is required. Completion or current enrollment in relevant educational program is ideal. Qualified candidates will have at least a college diploma, strong organizational skills and orientation to detail. Proficiency with Excel, Word and Outlook is required.

TECTRAN is an Equal Opportunity Employer. We offer a competitive benefits package with a generous employer contribution toward our group Health plan and Voluntary Dental, Life, Supplementary insurance plans. PTO, tuition and position relevant Certification and Education reimbursement