

BUYER

We have an immediate opportunity available in Sandusky, OH for a Buyer for our Purchasing function. This position will be responsible for handling the daily purchasing initiative of the organization for short term competitive cost placement of product required to build LEWCO products. The position will use an MRP software to assist in the buying requirements; as well as creating purchase orders and blanket purchase orders within a software program. The position will also need to take into account on time delivery while minimizing inventory.

KEY DUTIES:

- Quote various sources for material demand and determine source to buy to maximize cost control.
- Use lean manufacturing tools including Kanban to ensure flow of materials within the manufacturing process.
- Create and maintain Purchase Orders including blanket Purchase Orders for LEWCO.
- Assist in inventory counts and analysis as required.
- Create corrective actions for vendors that have products or services considered to be in non-compliance to LEWCO quality standards.
- Alert buyer(s) and Operations personnel to supply chain issues resulting in scheduling delays.
- Work directly with Engineering to clarify and/or resolve specification issues

The ideal candidate will have Bachelor's degree in Purchasing; Supply Chain/Inventory Control, or related field; minimum 3 years of direct purchasing experience in high volume manufacturing environment; prefer Lean Manufacturing / ISO certification experience; experience sourcing from China; possess strong analytical skills; excellent computer skills - proficient in Excel and the manipulation of spreadsheets along with previous use of ERP / MRP software preferred. This position requires one to work successfully in an environment with varied deadlines; as well as strong communication (negotiation) skills and an attention to detail.