



JOB DESCRIPTION

Job Title: MOD/Promotional Products Buyer

Facility: Brooklyn Park

Department: Manufacturing Support

Reports to: Director of Purchasing and Manufacturing Support

SUMMARY

The development, growth, and management of the Promotional Products area. This person is responsible to work with the Manager of Purchasing and Manufacturing Support to develop overall goals and direction for the department, and then provide the leadership and direction for the promotional products area to implement and accomplish those goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Responsible for re-establishing preferred suppliers as needed.
- Assist existing sales staff at developing this business within existing and new accounts.
- Purchasing and invoicing function for MOD and promotional products purchased.
- Quote/estimate projects for customers or account executives.
- Attend trade shows offered by industry suppliers and ASI/PPAI.
- Investigates and evaluates target business markets on an ongoing basis, becomes and remains knowledgeable about trends within those markets through trade publications, industry contacts, and trade shows.
- Manages and negotiate favorable pricing with suppliers.
- Understand your role in the companies Quality Management System regarding ISO.
- Track and manage supplier deliveries, and investigate and resolve discrepancies on pricing, terms and conditions, and other aspects of vendor orders.
- Develop and recommend to Manager of Purchasing & Manufacturing Support policies, procedures or purchasing systems for the organization.
- Maintains records of materials or services purchased such as delivery dates, vendors, costs, product quality or performance and inventories.
- Assists in identification and disposal of obsolete and unusable supplies and excess product.
- Acts as participant on the supplier performance review committee and updates, approved supplier list with all members of the Purchasing Team as requested.
- Provide as needed backup support to other members of the Manufacturing Support team.
- Understand your role in the companies Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Working knowledge of Microsoft software products and other PC applications.
- Experience in the promotional products or printing/graphics industry desired.
- BA/BS in marketing, business administration, or related field desired.

PHYSICAL REQUIREMENTS

- Constant working on computer and sitting.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping and climbing ladders or stairs and operating mechanical equipment and motor vehicles.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)