



JOB DESCRIPTION

Job Title: Outside Service Purchaser/Buyer
Facility: Brooklyn Park
Department: Manufacturing Support
Reports to: Director of Purchasing and Manufacturing Support

SUMMARY

This position is involved in varied purchasing assignments, requiring extensive knowledge of materials or outside services purchased. Obtains materials, equipment, services or supplies at lowest cost consistent with required quality, quantity, and availability from responsible, reliable sources. Assures that vendor purchased items are delivered in a manner that work is not interrupted, delivered to specification, budget, and schedule.

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

- Price, negotiate and purchase material, services, and supplies in a timely and cost-effective manner.
- Works in conjunction with all departments confirming progress of jobs requiring outside services and with the Shipping and Receiving Lead on logistics of material requiring outside services.
- Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.
- Maintains records of materials or services purchased such as delivery dates, vendors, costs, product quality or performance and inventories.
- Track and manage supplier deliveries, and investigate and resolve discrepancies on pricing, terms and conditions, and other aspects of vendor orders.
- Work closely with customer service to secure a complete and accurate purchase order including price for all procurement items.
- Assist Account Executives and customer service on requests for die lines, mockups, folding dummies, paper samples, ink draws and other purchasing related requests.
- Handles outside service purchasing requests for St. Paul campus from incoming to outgoing jobs.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- 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.
- 2 years purchasing experience, preferably in a manufacturing environment or demonstrated knowledge, skills, and abilities to perform the above-mentioned tasks.
- Knowledge of paper products.
- Must have exceptional math and analytical skills to adequately analyze and interpret supplier quotes, contracts, and other supplier-related issues.
- Ability to effectively communicate at all levels and across the organization.
- Must have highly developed negotiating skills.
- Working knowledge of Microsoft software products and other PC applications.
- Strong skills in work planning and scheduling and knowledge of those procedures.

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)