

Commercial Purchaser & Scheduler

Job Description:

Purchase supplies and materials at the optimal price and delivery cycle while maintaining lowest possible inventory levels and scheduling production to meet customer ship dates.

Key Responsibilities

- Analyze yearly and quarterly sales to project inventory needs
- Review incoming customer purchase orders for raw material availability
- Request, review and evaluate vendor quotes
- Monitor pricing and negotiate cost savings with suppliers
- Create Purchase Orders in QuickBooks for management approval
- Maintain accurate tracking of freight/shipping schedules for incoming raw materials
- Maintain weekly/monthly inventory calendars so routine cycle counts are performed
- Work side-by-side with the production and warehouse team to minimize inventory discrepancies
- Update production schedule regularly to assure deadlines are met in a timely manner

Requirements and Skills

- Strong written and verbal communication skills
- Strong attention to detail and organizational skills
- Experience forecasting, scheduling, and negotiating
- Strong supplier and vendor relations
- Excellent customer service skills
- Ability to work independently and balance workload and prioritize in a fast-paced environment to meet predetermined deadlines.
- Proficient in Microsoft Office products
- Knowledge of QuickBooks