



# JOB DESCRIPTION

<b>Position:</b>	<b>Buyer / Purchasing Agent</b>
<b>Date:</b>	2021
<b>Reports to:</b>	Senior Director of Procurement
<b>Overview:</b>	The Buyer is responsible for the day to day management of a dedicated supplier base of approximately <b>50+ vendors &amp; 8000+ skus</b> , ensuring all inventory is in stock in a timely manner and purchased at the right price. This role utilizes a variety of resources to ensure product timelines and inventory levels are met and the supply chain process is efficient meeting the needs of all internal and external customer requirements and expectations.

## **Main Functions include:**

- Placing purchase orders with approved suppliers and coordinating delivery of product with an extreme sense of urgency
- Daily review of purchasing reports to ensure stock levels are maintained; review of branches to determine which product to transfer if excess stock is on hand
- Assisting sales department with rush orders for timely delivery of stock to customers in order to comply with goal of 98% fill rate expectation
- Managing cost comparisons and analysis between suppliers to find the best priced product
- Reviewing open orders and following up with suppliers to confirm delivery dates and communicating with sales team if required to keep abreast of timelines
- Participate in project work based on department need and as assigned by the Procurement Director or VP
- Communicate and work with Projects/Quotations on project requirements and special pricing
- Managing assigned vendor SKU base including changing prices, part numbers and suppliers as required
- Coordinating daily with Branch Managers to follow up on inventory transfers, new product set up or other requests
- In partnership with the Procurement Director, coordinate the return of excess inventory based on usage & OP/LP reviews and spreadsheet analysis identifying slow moving product
- Maintaining product knowledge and ensuring awareness of any changes or updates to product line
- Reviewing invoicing issues for price discrepancies with AP and ensuring proper price is charged by the supplier by investigating root cause
- Any other duties as required

## **Qualifications Required:**

- **5+ years of previous experience as a BUYER is required**
- High sense of urgency and strong work ethic
- Excellent customer service skills is required
- Multi-tasking skills with the ability to manage various orders and activities
- Computer Literate in Microsoft Office with exceptional Excel skills
- Team oriented – ability to work well with others
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail
- Ability to react quickly and provide solutions to problems
- Ability to remain strong under pressure and provide logical solutions
- Pursuit of PMAC is an asset
- Product knowledge of plumbing and hydronic supplies is an asset