

## PURCHASING AGENT

If you qualify for this position, please e-mail your resume or internal application to [careers@fibrebond.com](mailto:careers@fibrebond.com).

### JOB SUMMARY

Serves as the primary representative with vendors, as assigned. Is directly responsible for sourcing materials at the lowest possible price while maintaining the highest degree of responsiveness and service. Analyzes the manufacturing system data and the related reports to determine materials requirements and timing. Enters the purchase orders with delivery information. Responsible for sourcing new vendors and negotiating payment terms. Analyzing and correcting quantity and pricing variances on invoices.

### ESSENTIAL FUNCTIONS

1. Analyzing MRP and related reports to determine inventory status and material requirements.
2. Place purchase orders to meet or exceed the projected material requirements.
3. Verify pricing and delivery information on the purchase order.
4. Track purchase orders to ensure delivery meet production requirements.
5. Verify and expedite shortages on a daily basis.
6. Source new vendors and negotiate payment terms.
7. Work closely with AP and receiving to correct invoice variances within 30 days.
8. Source secondary vendors for all mission critical materials.
9. Work with vendors to source the most cost-efficient materials.
10. Maintain an organized filing system.
11. Help engineering and production resolve material issues and source solutions.
12. Review vendor/purchasing related reports on a regular basis.
13. Process purchase orders for Sales Order shipments and field services.

### QUALIFICATIONS

1. High School diploma or equivalent required.
2. Minimum of 2 years in a purchasing/buyer position.
3. Training in purchasing within a manufacturing environment preferred.
4. Training in MRP environment preferred. Experience in Epicor a plus.
5. Experience in MS Word, Excel, and Outlook required.
6. Must possess a willingness to work with a tight schedule.
7. Excellent oral and written communication skills.
8. Must be flexible regarding work schedule; willing to work additional hours as needed.
9. Ability to work effectively with all levels of employees and management.
10. Strong organizational and planning skills required; Problem solving skills required.
11. Due to confidential nature of job, i.e. pricing information, Fibrebond's usage and requirement, a high level of work ethics and honesty is required.
12. Must be able to sit for extended periods of time.