

**Position Profile:**

The Buyer is responsible for the purchasing of raw materials and finished goods for a designated category and all functions there-of, including procurement, order requirements, purchase orders, change orders, price negotiations, order status, delivery tracking and vendor communication regarding invoicing/credit/refund concerns. This position will manage vendor relationships and negotiations to support and enhance our strategic vendor goals and help the company achieve its profitability objectives. The Buyer will manage a team of Operations Specialists and reports to the Purchasing Director.

**Work Responsibilities:**

- Performs purchasing functions in accordance with daily replenishment requirements for materials, order processing and follow-up.
- Processes purchase orders for finished goods from contract manufactures and may manage job maintenance for open contract filling purchases.
- Collaborates with internal partners and provides necessary analysis to assist with assortment and sunset planning.
- Follows up on past due orders, expedites delivery of orders, and makes special arrangements for delivery when required; communicates to the department the expected delivery date.
- Maintains attributes in Syteline such as pricing, minimum order quantities, min/max, and lead time to ensure we are strategically buying to support replenishment timelines, minimizing excess inventory risks, and to support profitability goals.
- Collaborates with the Sourcing Specialist to search out alternate vendors or supplies during periods of shortages or stockouts.
- Communicates regularly with suppliers to obtain quotations, current and forecasted pricing, delivery time, provide specifications, provide answers to questions and to ensure uninterrupted flow of required materials.
- Communicates requirements for pre-production samples and works with suppliers for a resolution should there be quality or non-conformance concerns.
- Communicates with internal customers, including accounting, quality, engineering, inventory management, production, and sales/marketing, as required in-the-course-of performing duties and responsibilities.
- Represents the department at project planning and manufacturing meetings for awareness and subsequent action on possible changes in development initiatives, production priorities, and material requirements.

**Staff Management:**

- Effectively manage a multi-location team under fast pace and frequently changing circumstances.
- Proactively recruit, screen, and select candidates for current and future resource requirements.
- Ensure each employee has a clear and thorough understanding of their role and responsibilities. Collaborate with human resources to keep job descriptions current for each position.
- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Meet all completion requirements at a high-quality level. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Mentor, guide, and coach direct reports to expand their capabilities and performance.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records

**General Responsibilities:**

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.

- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend work.

Performs other work as assigned.

**Minimum Qualifications:**

- Education: Bachelor's degree in Purchasing, Procurement, Supply Chain Management or a related field
- Experience: Five years' experience in a high-volume procurement environment.
- Supervisory experience: Two years of experience in leading others in the accomplishment of the company and department objectives.

**Computer and/or software qualifications:**

- Intermediate level of proficiency in Microsoft Excel, Microsoft Word, Power Point
- Experience working in an enterprise level, database design software (ERP)

**Core Competencies:**

- Strong purchasing and procurement experience.
- Highly collaborative with internal and external stakeholders and partners.
- Strong oral and written communication skills.
- Ability to work in an ERP-driven operational environment, specifically for MRP functionality.
- Ability to strategically think and analyze risk to make informed decisions for minimizing liabilities.
- Excellent initiative and follow-through skills.
- Strong organizational skills and attention to detail.
- Critical thinking and problem-solving skills.
- Ability to effectively manage stress and uncertainty.

**Preferred Qualifications:**

- Experience in buying in a consumer goods and/or manufacturing environment.
- Experience working with Syteline ERP

**Travel Requirement:** Less than 10%

**Working Environment and Physical Demands:**

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; Some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10 – 15 pounds
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur

