

Buyer

Job Description

The Buyer position is primarily responsible for the ongoing procurement of materials, components, equipment, supplies, and services that meet the quality standards of the company. The focus of the Buyer will be performing routine purchases as requested or required for day-to-day business. The position requires dependability, attention to detail, resourcefulness, and the ability to prioritize and work in a fast-paced environment.

Responsibilities:

- Purchasing; Keying Purchase Orders
- Item/Vendor Master Data Creation/Changes
- Manage Vendor Relationship
- Forecasting
- Tracking orders/deliveries
- Imports – shipping documentation, Controlled Substance Imports (IDEX System), coordinate imports with carriers.
- Specifications – liaison between internal team and vendor
- Communicate with internal departments (receiving, regulatory, all ordering departments)
- File claims with FedEx for damaged/missing deliveries.
- Coordinate blanket POs/releases.

Required Qualifications:

- Minimum of 3 years Buyer/Purchasing experience.
- Strong communication skills – written and verbal.
- Strong organizational skills; attention to detail
 - Ability to work in fast-paced environment; high volume.
- Proficient in Microsoft Suite (Outlook, Excel, PowerPoint)
- Strong analytical and problem-solving skills.

Preferred Qualifications:

- Pharmaceutical industry experience
- MRP experience
- SAP experience
- Experience with brokers and vendors (importing)
- Experience with SharePoint
- Experience with Requisition process.