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Purchaser/Buyer

An innovative, expanding, international company rooted in the **Annapolis / Kent Island** area of **Maryland** is looking for a talented, experienced, professional with large scale purchasing and contracting experience within the manufacturing space. This is a full-time position located in our Stevensville, Maryland office. As a customer centric, family-oriented organization, we focus on career minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the **Procurement Manager**.

Purchaser/Buyer Duties and Responsibilities:

- Issues Purchase Orders to suppliers
- Tracks vendor delivery performance/expedited freight occurrences
- Maintains and cultivates communication with the supply base- conducting business meetings with supplier representative and periodically visits supplier sites as needed
- Resolves invoicing/receipt issues between suppliers and Accounting
- Coordinates returnable items to suppliers as necessary
- Maintains inventory accuracy for all components, and ensures inventory accuracy by maintaining a lean level of component inventory
- Provides material forecasts to vendors
- Collaborates with internal departments to research and evaluate product solutions and obtain price quotes
- Researches and evaluate new vendors and suppliers
- Escalates supplier issues to Procurement Manager
- Responsibilities may extend beyond those listed above

Purchaser/Buyer Education and Experience

- Bachelors Degree in Business, Communications, Certificates in Supply Chain or Purchasing preferred
- 2+ years of experience in Purchasing, Material Planning, or Supply Chain Management preferred
- Experience with ERP systems (Preferred: Sage100, or similar)
- Advanced/Intermediate skill level with Microsoft Office Suite
- Demonstrated ability to work cross-functionally within internal and external areas such as Finance, Engineering, Production, Purchasing and Suppliers
- Ability to work in a fast-paced manufacturing environment

Benefits & Compensation:

- Salary commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available