



JOB DESCRIPTION

Job Title: JR. Buyer
Location: Duffield, VA
Reports To: Purchasing Manager
Department: Purchasing

JOB PURPOSE:

Responsible for maintaining and supporting Production functions with materials. Must react to changing production schedules. Checks backorders and expedites late deliveries.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Writes requisitions and places orders for stock material.
2. Reviews purchase requisitions from the stockroom and verifies quantity listed compared to current inventory levels.
3. Responsible for placing indirect orders for maintenance, service calls, and construction-in-progress orders for plant upgrades.
4. Follows up on back orders, expedites delivery and approves arrangements for delivery and notifies the appropriate department.
5. Evaluates vendor performance and utilizes selection of different vendor sources.
6. Receives shortage lists and updates with all pertinent information, delivery date expected, purchase order number, and vendor reference and distributes to specified departments.
7. Searches for alternate vendors during shortages or stockouts.
8. Prints and reviews open orders, send copy to vendors for their review when necessary.
9. Prints and reviews open orders and send updated copy to vendor for expediting. Reviews manually the expensed "Z" purchase orders in receiving and faxes incomplete orders to appropriate vendors for confirmation on proof of delivery or material backorders for order closure.
10. Updates current pricing in parts maintenance and enters current description and specifications and any applicable quantity price breaks.
11. Meets with vendors, customers, and sales representatives.
12. Keys in purchase requisitions and maintains filed copies.
13. Assists electrical and finishing departments in locating specified material quickly.
14. Reviews with Engineering current changes on part numbers, TCN, and ECN updates. Resolves discrepancies and initiates approval for substitute items.
15. Requests MSDS forms from all vendors concerning hazardous material on purchase requisitions and sends to Safety Officer.
16. Sets up credit account with new vendors.
17. Enters new vendor information in Visual Part Maintenance and updates with new address, telephone number, and contact person.
18. Works with Accounting to resolve invoicing discrepancies.
19. Maintains good housekeeping practices with an emphasis on safety regulations.
20. Performs other duties as assigned or required by management.



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EDUCATION:

1. High school diploma or equivalent
2. One (1) to two (2) years of training and/or experience or equivalent combination of education and experience

QUALIFICATIONS: Experience, Competencies and Education

1. Excellent oral and written communication and interpersonal skills
2. Demonstrates ability to coordinate a high level of activity under a variety of conditions and constraints.
3. Basic knowledge of mathematical formulas.

PHYSICAL REQUIREMENTS OF JOB: This position requires that the employee be able to perform the following physical requirements, with or without reasonable accommodation:

Physical Requirements			
Stand	Occasional, 1-25%	Stoop, kneel, couch or crawl	Occasional, 1-25%
Walk	Occasional, 1-25%	Carry	Occasional, 1-25%
Sit	Continuous, 76-100%	Talk or Hear	Moderate, 26-50%
Reach	Occasional, 1-25%	Lifting Requirements	Up to 25 lbs
Climb/balance	None	Other	

Work Environment			
Wet or humid conditions (non-weather)	Frequent, 51-75%	Hot or Cold conditions	Continuous, 76-100%
Work near moving mechanical parts	Moderate, 26-50%	Outdoor weather conditions	Moderate, 26-50%
Work in high, precarious places	Occasional, 1-25%	Vibration	None
Fumes or airborne particles	None	Loud Noise	Occasional, 1-25%
Toxic or caustic chemicals	Occasional, 1-25%	Other	

Personal Protective Equipment			
Safety Glasses/Goggles	Yes - provided	Hand Protection	No
Steel Toe Shoes	Yes	Hearing Protection	No
Respirator	No	Fall Protection	No
Dusk Mask	No	Other	

Email resume to deades@vfpinc.com