Purchasing Specialist

Purchasing professional to work with multiple national and international vendors, who will be responsible for ensuring that purchasing, inventory control, quality of system data, and vendor negotiations are handled efficiently and cost-effectively. Key expectations include strong communication, active and cooperative relationships with team members and vendors, protecting company reputation and profitability, and working to help meet company financial goals. Need a candidate who is interested in a leadership role and career advancement.

Responsibilities
• Negotiate best possible terms for prices, minimum order quantities, and delivery times with multiple national and international vendors.
• Work with management team on inventory management, valuation and rationalization.
• Plan Purchase Orders pro-actively to maintain stock levels, prevent backorders, and control costs.
• Work closely with Sales to fill customer orders and minimize backorders.
• Research and source best vendors for products.
• Maintain a high level of accuracy with data entry.
• Maintain updated inventory vendor costs and client pricing.
• Work with Warehouse and Accounting to verify that items and costs on Purchase Orders are correct.
• Participate in quality control inspections and quality issue resolutions for products.
• Gain proficient understanding of the products to work effectively with the team and the vendors.
• Communicate closely with co-workers and vendors: in person, by phone, Skype and email.
• Help with continual planning, analysis and forecasting of a large, dynamic inventory.
• Work with Product Development team on process for successful new product introductions.

Qualifications
• Minimum 3-years experience in Purchasing, preferably in a distribution environment.
• Intermediate to advanced computer proficiency in Microsoft Excel, Access, Outlook and internet research.
• Excellent communication skills in English.
• Experience with CRM software such as SAP, Activant / Epicor Prophet 21 or other.
• Industry experience in any of these is a plus: construction; building materials; architectural products; windows, doors and skylights; decorative door and plumbing hardware showrooms; hardware stores; lumber yards; Truth hardware; custom woodworking; electrical contractors; UL compliance; commercial glazing or curtain wall; building automation or management systems.
• Familiarity with any of these is highly applicable: manufacturing processes such as metal plating, metal finishes, aluminum extrusions, die-casting, CNC machining, or forging. Also, Knowledge of quality control, process improvement and efficiency systems such as Lean Manufacturing, Kaizen, Six Sigma, or ISO.
• Familiarity with any of these is a plus: basic ability to read blueprints and CAD drawings, read basic electrical schematics and wiring diagrams; basic knowledge of building construction stages and contract bidding process.
• Education in Purchasing; APICS Certified in Production and Inventory Management (CPIM) is a plus.
• Foreign language skills are a plus, especially Korean, Italian, German, or Chinese.

Since 1987, we have been providing expert architectural product solutions to the fenestration (door, window & skylight) industry. We are headquartered in Hawthorne, CA. $40,000-$50,000/year DOE +Benefits include health, dental, vision, and 401(k).

To Apply send resume and salary history to: SBJ@SBWIB.ORG