



The Ulven Companies Job Description Title: Buyer

The Ulven Companies' Mission: Providing Quality Cost Effective Products with Superior Service

Position: Buyer

Reports to: Supply Chain Manager

Supervises: No supervisory responsibility

Purpose: This position is primarily responsible for purchasing steel and supports the Supply Chain Manager in ensuring materials and services support all Ulven manufacturing operations. The Buyer is accountable for ensuring the company receives the best value for all purchases and adheres to all supply chain guidelines.

Responsibility:

- Be the primary point of contact for steel goods and services, promoting a positive image of Ulven to suppliers
- Purchase direct and indirect goods and services as needed to support operations by using approved criteria; drawings, specifications, other technical specifications
- Meet and commit to Ulven's cost saving objectives in ALL negotiations
- Knowledge and proven ability in negotiating competitive pricing
- Drive on-time delivery to internal customers while adhering to purchasing policies
- Develop professional relationships with suppliers to understand current and future capacity and capabilities
- Execute material planning activities for specified purchased components and materials
- Manage optimal material inventory levels, and reduce material shortages
- Collaborate with other departments to ensure that quality product is received, and cost is accounted for appropriately
- Work with external vendors to quickly resolve any purchasing or materials issues
- Constant awareness of market intelligence; change in prices, trends in supply and demand, sound supply chain decisions and reporting relevant information to management
- Other tasks and duties as assigned
- Ability to work as a team player in a fast-paced environment

Measurements:

- Procurement cycle time
- Meet cost saving objectives
- Inventory levels meet monthly and quarterly demands
- Supplier quality

Qualifications:

- High school diploma
- Trade school and/or manufacturing experience a plus
- Experience purchasing steel



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- 5-7 years' experience or equivalent experience in purchasing, planning and inventory control in a manufacturing environment
- Proven track record as a buyer and change agent
- Experience working in an ISO environment and with lean principles a plus
- Solid understanding of capacity issues in a manufacturing environment
- Must be a strong influencer, driven by data and facts
- Experience and understanding of Supply Chain planning in ERP systems (preferably Epicor)
- CPIM (APICS) or CSCP (APICS) certification(s) preferred

Essential physical and cognitive job functions:

- Prompt and regular attendance at an assigned work location
 - Ability to work shifts of at least [8] hours, and occasionally longer, [5] days per week, sometimes 6 days per week
 - Ability to lift and carry objects weighing up to [20] lbs.
 - Ability to interact with employees and customers in an appropriate manner
 - Working command of the English language, good communication skills (both oral and written)
 - Ability to receive and understand direction from management
 - Availability on site to confer with staff members with whom the incumbent must interact on a regular basis
 - Ability to review and analyze data and information concerning drawings and simple math calculations
 - Ability to complete assigned tasks/projects in a timely manner
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- **Salary: Commensurate with experience**
 - **This is a non-exempt, hourly position**
 - **Offer subject to passing a drug test**
 - **Equal Opportunity Employer**

All positions at The Ulven Companies require access to information, or technology that is subject to the International Traffic in Arms Regulations (ITAR) and other US government security regulations. These laws do not permit access rights to non-US citizens, or to other unauthorized individuals. Therefore, presently, all applicants must be US Citizens, or US Permanent Residents ("green card holders"), and/or otherwise comply with ITAR requirements for access rights, to be considered for a position.