THERMO BOND BUILDINGS	**JOB DESCRIPTION** **Buyer**	**TBA-HR-FJ-276**

JOB SUMMARY:

The Buyer is responsible for purchasing goods and services for Thermo Bond according to departmental and organizational policies and procedures. This position requires extensive research and the ability to negotiate contracts with suppliers, manage an inventory, evaluate quality goods, and stick within a budget. The Buyer will purchase goods.

Reports to: Buyer Manager

SUPERVISORY RESPONSIBILITIES:

- None

DUTIES AND RESPONSIBILITIES:

- Purchases goods and services according to Thermo Bond's policies and procedures.
- Work with vendors to ensure lead times and freight costs
- Coordinates with managers to maintain inventory levels.
- Evaluates vendors based on price, reliability, capability, and previous transaction history.
- Works with vendors to negotiate volume pricing and transaction discounts, and other available discounts.
- Ensures that purchasing documents are complete and accurate and include appropriate and reasonable terms and conditions.
- Works with inventory
- Follow up with vendors routinely and on back orders
- Issue PO's via email or phone
- Scheduling delivery of long lead times
- Work with inventory on hot issues
- Maintains pricing histories and other vendor records.
- Update production on items and estimated time of delivery
  Performs other related duties as assigned.

REQUIRED SKILLS / ABILITIES

- Excellent verbal and written communication skills with proven negotiation skills.
- Interpersonal and customer service skills.
- Organizational skills and attention to detail.
- Understanding of purchasing procedures and policies.
- Basic computer skills with the capability of learning new programs/interfaces as needed.

TRAVEL, HOURS OF WORK, & SUPERVISION:

This position normally requires the individual to be physically present at one or more TBB manufacturing location Monday through Thursday, 6:00 AM to 4:30 PM but these hours may occasionally be extended to 6:00 AM to 4:30 PM on Friday as deemed necessary. This position will report to their team leader.

CERTIFICATES, LICENSES AND REGISTRATIONS:

- None.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required
- 1 to 3 years of purchasing experience required.

PHYSICAL REQUIREMENTS (including but not limited to):

- Must be able to fulfill the physical requirements of the position, which include but are not limited to:
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times.
- Must be able to access all areas of the facility to determine purchasing needs.

Revision Date	Author	Description
11/21/22	SR	Original Release