

Senior Buyer (SE Portland, OR)

compensation: **\$26 - \$28 / hour - DOE, excellent benefits**

employment type: **full-time**

Apply at: Jobs@aimco-global.com

AIMCO, a leading Marketer of Industrial Assembly Equipment and Assembly Systems, provides solutions for threaded fastening applications using state-of-the-art tools and application expertise. AIMCO has been an expert in the assembly and manufacturing industries for over 40 years. Our global market focus centers on Automotive, Electronics, Aerospace, Energy Services, and General Assembly Industries.

AIMCO currently has an immediate career opportunity for a

Senior Buyer

SUMMARY

Compiles information, organizes files and records to prepare and track purchase orders for procurement of material and services by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

- Prepares and issues purchase orders for specific product lines, material, and services from international and domestic suppliers.
- Maintains and updates purchase orders with delivery dates and changes, along with monitoring data accuracy in the operating system.
- Prepares and reviews contracts as required to facilitate the purchase of material and service.
- Makes recommendations as to the selection of new and alternate suppliers.
- Negotiates payment terms with suppliers, establishes and documents shipment methods.
- Maintains an understanding of domestic and international freight terms (i.e. FOB vendor).
- Develops a strong and positive communication channel with suppliers to gather information as to pricing, delivery schedules and other routine inquiries.
- Prepares information such as inventory levels, supplier information, cost data, etc.
- Implements said information to make buying decisions regarding how to achieve long-term business strategies and short-term operational requirements in line with company policies as directed by management.
- Performs other purchasing-related tasks and projects as approved by the Materials Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree or equivalent; or three to five years related experience and/or training; or equivalent combination of education and experience. C.P.M., A.P.P., or other applicable national procurement certification is desired.
- Manufacturing environment assistance and/or procurement experience a plus.

SKILLS

- Must be fluent in Excel spreadsheets and MS Word.
- Ability to keep updated and able to react to factors that may affect the costs of materials and services. (i.e. strike by dock workers, increase in freight rates, condition of economies in foreign countries.)
- Demonstrates the ability to prioritize tasks and follow instructions to complete projects in a timely manner by efficiently managing tasks from initiation to completion.
- Must have the exceptional communication skills required to work cross-functionally with other departments to service both internal and external customers.

SUPERVISORY RESPONSIBILITIES Subordinate supervisor for up to two non-exempt employees.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, inventory turns, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Seventy percent of the time spent in this position is sitting; thirty percent standing and walking.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is located in a relatively quiet environment with the exception of phone and fax transmission noise.