

Creo

<https://www.creoindustrialarts.com/job/purchaser/>

Purchaser

Description

The primary role of the Purchaser is to manage the sourcing of materials, goods and services along with managing suppliers. Responsibilities also include ensuring that the most efficient and cost-effective procedures are used to obtain products and services.

Responsibilities

- Submit RFQ's for materials and compare supplier pricing.
- Prepares purchase orders by verifying specifications and price. Obtain recommendations from suppliers for substitute items.
- Obtains purchased items by forwarding orders to suppliers along with monitoring and expediting orders.
- Verify receipt of materials by comparing items received to items ordered. Resolves shipments in error with suppliers
- Notify receiving of expected shipments and will-call orders.
- Track and report ongoing savings.
- Reconcile on a weekly basis specific credit card statements.

Qualifications

- Self-starter; comfortable in a fast-paced environment.
- Detail-oriented individual with strong organizational skills.
- Demonstrated high levels of verbal and written communication, human relation skills and reasoning ability.
- Computer efficiency required in Outlook, Excel, and Word.
- The ability to negotiate and manage contractual obligations.
- 3-5 years' experience as a Purchaser.

Hiring organization

CREO Industrial Arts

Employment Type

Full Time

Job Location

8329 216th Street SE, Woodinville, WA

Date posted

January 13, 2020