



Buyer – Vista, Ca

At Solatube International, Inc., we pride ourselves on manufacturing the world's #1 Tubular Daylighting Device. Our ability to accomplish this goal is based primarily on the people we hire. We look for adaptable, self-motivated, passionate, creative team players. If this sounds like you, why not bring your talents and skills to Solatube International? Visit our website at www.solatube.com for more details.

We are seeking a highly organized and ambitious Buyer to join our operations team. Reporting to the Operations Project Manager, the Buyer will be responsible for sourcing and procuring all goods and services at the best prices available in a timely manner. Specifically, the Buyer will be responsible for analyzing material requirements, coordinate daily purchasing requisitions, monitor vendor performance, and insure delivery/quality of purchases. The Buyer will work directly with Production and Logistics to manage raw material consumption, maintain system/inventory integrity and monitors vendor receipts.

Duties & Responsibilities

- Monitor material consumptions and replenish utilizing systems in place including Kanban, auto replenishment, purchase order and "Syspro" ERP system.
- Manage and coordinate daily purchasing requisitions.
- Investigate best sourcing options for existing and new products, including research, quoting, analysis and recommendations.
- Support strategic sourcing initiatives and aggressively seek to lower product costs, whether stock or non-stock.
- Insure delivery, suitability and quality of purchases and follow up with past due items. Communicate with vendors to determine problems and resolutions of situations regarding possible purchases, defective or unacceptable goods and services.
- Maintain system integrity.
- Resolve and approve issues with invoice payments or credit receipts with Finance Department and Vendors.

Requirements

- AA Degree in business administration, communications, mathematics or economics
- Minimum 3 years experience purchasing or in a similar position of responsibility
- Outstanding interpersonal communication skills, both written and verbal
- Ability to manage multiple projects and prioritize deliverables in a demanding, fast paced environment
- Detail-oriented self-starter, ready to step in wherever needed
- Excellent skills related to Microsoft Office (Word, Excel, PowerPoint and ERP Systems)

This position is ideal for a candidate who is a recent college grad who is seeking a career in procurement or for someone who has three years of experience or less, in a similar role.

Benefits

We offer growth potential for motivated professionals, great compensation, and full benefits including matching 401k, dental insurance, medical insurance, pre-tax accounts for health care, paid time off, and paid company holidays.

** Solatube International, Inc. is an Equal Opportunity Employer. Employment contingent upon successful completion of background investigation. Drug-free work environment. Only candidates whose profiles closely match requirements will be contacted during this search.*