

Senior Buyer

NLS Lighting LLC
Carson, CA 90746

Job details

Job Type: Full-time

Full Job Description

General Requirements

- Highly organized, dedicated and proactive individual who leads by example.
- Must demonstrate strong attention to detail, follow-up and effective communications within a multidisciplinary team.

Job Description

Responsibilities include, but are not limited to the following:

- Purchases assigned materials and services by locating qualified sources of supply and negotiating all contractual terms.
- Work with department heads (Operations, Production, PD, Sales, Engineering, and additional departments as necessary) to ensure appropriate sourcing service level and fulfilment of material requirements.
- Ensures adequate competition and alternate sources of supply by periodically reviewing items purchased relative to cost and availability.
- Works closely with production to ensure on-time delivery by establishing and monitoring schedules to identify and address any issues proactively.
- Undertakes in-depth analysis and planning to enable effective material sourcing and supplier negotiations.
- Proactively manage open orders to avoid past dues.
- Define and update safety stock levels, min/max levels, and reorder points.
- Perform periodic maintenance on ERP system data, including purchase orders and vendor records.
- Perform miscellaneous duties and projects as assigned and required.

Qualifications

- Minimum 3-5 years of Buyer experience including PAST 12 MONTHS
- Proficient with MS Office/Excel (data analysis, VLOOKUPS, pivot tables), AI tools, and working knowledge of ERP systems (SAP B1 preferred)
- Knowledge of inventory control and supply management
- Documentation organization, relationship building and independent decision making skills
- Good verbal communications skills and ability to maintain vendor relationships
- Strong attention to detail and ability to learn quickly and follow directions
- Strong work ethic and positive attitude
- Commercial Lighting and/or Manufacturing Experience is a big plus
- Understands the various components of a lighting fixture desirable
- Computer program knowledge: ERP software, Excel / MS Office – required

Experience

- Procurement: 3-5 years (Required)
- Purchasing: 3-5 years (Required)

Education

- Business or Technical Bachelor's Degree preferred

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, copy machines, and filing cabinets. and fax machines. The employee is exposed to a variety of extreme conditions that may be found while walking the production floor or during business travel.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to occasionally lift office products and supplies up to 30 pounds. The ability to work on a computer and phone while sitting for extended periods of time.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are varied. Ability to work Monday through Friday (7A.M - 4P.M., 730AM – 430PM, 8AM-5PM) Occasional evening and weekend work may be required as job duties demand.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Work Location:

- In person

Pay:

- \$71,000 - \$80,000 per year