

JOB OVERVIEW

JOB TITLE	<ul style="list-style-type: none"> Purchasing Specialist
DEPARTMENT	<ul style="list-style-type: none"> Purchasing
LOCATION	<ul style="list-style-type: none"> Remote/ New Bremen, OH
REPORTS TO	<ul style="list-style-type: none"> Director of Operations

GENERAL JOB DESCRIPTION

The Purchasing Specialist will be responsible for learning company purchasing policies and procedures and maintaining supply inventory levels required for effective company operation. The Purchasing Specialist will interact and negotiate with current and potential suppliers to maintain pricing, purchasing of materials and supplies and delivery schedules. They will also be charged with conducting regular price comparisons to ensure that the company is always getting the best price for each product that is purchased. The Purchasing Specialist will interact with internal personnel as a liaison between supply orders and customer orders.

DUTIES & RESPONSIBILITIES

- Assist with titles and registrations of equipment.
- Working with customers, carriers, and warehouses to resolve issues with shipments
- Analyze price proposals, and other data and information to determine reasonable prices
- Monitor shipments to ensure that goods come in on time.
- Enter and manage equipment in internal RMI system
- Selling eSolutions (Carrier’s remote refrigerated trailer monitoring system)
- Manage existing Customer’s GPS program, including billing, service, and training.
- Working with the sales team to cross-sell products and solutions to existing and prospective customers, as well as help train and educate them on the product
- Assisting VP of Purchasing and Director of Operations in daily operations
- Keep abreast of changes in the market, new product developments or processes
- Ensure purchasing and forecasting, manage inventory, and effectively purchase products to support our sales efforts
- Prepare and manage purchase orders
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts
- Conduct research on potential products, vendors, and services, and compare price and quality to ensure the best deal
- Write reports on purchases made and perform cost analyses
- Other duties as assigned

EDUCATION & TRAINING

- Business degree preferred but not required
- 2-3 years Purchasing or Supply Chain Management experience

KNOWLEDGE & EXPERIENCE

- Knowledge and understanding of Supply Chain concepts and application preferred but not required
- Strong analytical and problem-solving skills as well as strong planning and organizational skills
- Solid interpersonal and communications skills (oral & written)
- Proficient in Microsoft Office, Excel, Word, and Outlook

SKILLS & ABILITIES

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Able to travel as needed.

WORKING CONDITIONS

TRAVEL

- Travel 10%

HOURS / SHIFTS

- Monday- Friday

SALARY

- Exempt Position

BENEFITS

- A&M Cold Storage provides benefits-eligible employees with a comprehensive benefits and perks package that goes well beyond the number you see in your paycheck. From sponsored medical, generous retirement plan and a great work life balance, A&M believes in rewarding its hard-working employees for their contributions toward the company's success.

OTHER

- Applicants must not now, or in the future, require sponsorship for an employment visa.
- Diversity has power. It is an investment in our present and our future. That is why we celebrate and respect the rich culture and differences of our employees, customers, business partners, and communities we serve.
- At A&M Cold Storage, employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.