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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Buyer**

**Reports To: Purchasing Manager**

**Job Summary:**

This position is responsible for the timely placement of purchase orders and delivery of materials to meet customer order requirements and maintain stock inventory levels within approved guidelines. Interacts with vendors, other departments and on occasion customers in performance of duties. Assists warehouse, support personnel and sales on purchasing related issues. Manages inventory, balancing customer service, transaction costs and inventory value.

**Job Functions:**

* Responsible for the purchasing of material for inventory and non-stock items for customer requirements and branches for assigned lines.
* Responsible for purchase order placement with suppliers. Monitor orders, confirm expected ship dates, enter purchase order acknowledgements and update system.
* Manage inventory by reviewing replenishment methods.
* Expedite open purchase orders and stock outs.
* Reconcile cost variances from accounting on supplier invoices.
* Work closely with inside sales on purchasing special items.
* Resolve errors on purchase orders as required.
* Works with vendors to assure all products are purchased at the lowest possible cost and best terms.
* Works with sales department on all large projects to get best possible price and terms.
* Evaluates offers and programs from vendors.
* Works with vendors to return / exchange slow moving inventory for current selling product.

**Skills Needed:**

* Strong verbal and written communication skills
* Proficient in Microsoft Excel, Word and Outlook
* Strong customer service skills
* Demonstrated negotiation skills and analytic abilities

**Education Required:**

* College degree preferred or equivalent experience in a similar position
* Familiarity with and the ability to utilize ERP systems

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.