

Indirect Material Buyer

Trumbull Information Services, Inc. (TIS) has a fantastic opportunity for a Buyer who can deliver results by identifying, implementing and documenting purchases with cost savings for our client located in Anderson, South Carolina. This position is responsible for all daily activities related to the clients' indirect materials needs. This includes providing a level of service that exceeds the clients expectations, the correct handling of material requisitions, sourcing product, expediting open purchase orders so delivery requirements are met and communicating the status back to the customer, purchasing products within the scope of the contract, ensuring cost savings expectations are met, maintaining inventory requirements and handling shipping and receiving requirements connected with the purchasing function. The ideal candidate must be able to maintain positive and proactive communication and relationships with the client contacts, suppliers and team members and would also be responsible for collecting and reporting relevant data as assigned.

This position is primarily a client interface position for all levels of management and customers on site. The Buyer will provide financial cost savings for the client, be successful in meeting and exceeding client expectations and ensure the client's perception of our worthiness to their objectives and results.

Responsibilities:

- Ensure that all requisitions and other purchase documents comply with established processes, policies and procedures.
- Review supplier capabilities, pricing and secure the most favorable pricing and delivery schedules available.
- Source materials and place purchase orders with specified suppliers for materials and services.
- Expedite open orders.
- Implement ideas for cost savings.
- Maintain office files and computer records to show history, price, status, etc. of all materials and transactions.
- Maintain monthly reports and comprehensive and accurate inventory records as assigned. Maintain inventory for indirect materials to meet stated goals or inventory turns and cycle counts while maintaining maintenance and facilities schedules.
- Establish daily contact with customers. Inquire into TIS level of service and performance or problems. Investigate problems for root cause, provide solutions to the customer and feedback to the TIS TEAM.
- Identify opportunities for process improvements.
- Maintain confidentiality regarding TIS internal communication.
- Other duties as assigned.

Requirements:

- High School diploma and equivalent related experience. Two year Associate degree preferred.
- Related sourcing, purchasing, negotiating and expediting experience for MRO, automotive and industrial products and services.
- Strong interpersonal and communication skills.
- Leadership and teambuilding skills. Team and process oriented.
- Creative, adaptable to new situations.
- Exceptional customer service skills and experience.
- Proficient systems skills with the ability to operate MS Office, mainframe applications and databases.
- High attention to details.
- Ability to be cross trained and assist in continued, uninterrupted service during absences.
- Demonstrated ability to balance multiple priorities simultaneously.
- Proven negotiation skills.
- Ability to consistently meet or exceed deadlines and performance expectations/results-oriented.

In exchange for your talent, [TIS](#) offers outstanding career challenges and growth as well as competitive compensation and benefits. Interested and qualified candidates should submit a resume and salary requirements to: scrowe@trumbull.com and check out our websites of our other related businesses including:

MMS, Material Management Services, our on-site integrated supply & 3rd party material management: www.materialmanage.com

Trumbull Industries, our wholesale distribution company: www.trumbull.com