

## ATTACHMENT A: JOB DESCRIPTION

### Jr. Buyer

#### Job Summary:

The Jr. Buyer assists with procurement of chemicals/raw materials, packaging, and operating supplies. The Jr. Buyer is also responsible for following established procurement policies and guidelines, managing supplier relationships, accurate pricing, on-time deliveries, and terms in accordance with all agreements and policies.

#### Responsibilities

- Assists with developing new supplier relationships and cultivating existing ones by meeting with vendors, collaborating to solve issues, minimize costs and identify new materials/supplies available to use.
- Utilizes SAP to maintain accurate purchasing records, data integrity, review inventory reports, supplier pricing, supplier lead times, minimum order quantities, freight rates, material set up, supplier contract details, and standard costs.
- Vital participant in weekly/daily production meetings, giving status updates as required to maintain inventory levels in accordance with business needs.
- Acquire sourcing techniques for both chemical and packaging categories. Stay up to date on industry standards to continue to be a category leader.
- Collaboration with multiple depts including, marketing, R&D, quality, accounting, receiving and sales for sample requests, , new vendor set-ups, tracking incoming shipments, & billing discrepancies etc..
- Learn the full scope of the purchasing life cycle identify opportunities to update and improve our processes.
- Support prioritizing projects while considering the overall needs of the organization and ensuring optimum results.
- Other duties as requested by management.

#### Qualifications

- Bachelor's degree in Math, Finance or Economics or commensurate work experience in chemistry will be considered.
- 1 years purchasing experience in Chemical Buying; a plus
- Knowledge of SAP or SAP Business One, MS Office applications and/or eProcurement tools. Advanced Excel skills.
- Effective negotiation and relationship management skills.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to effectively present information and communicate with all levels of management and customers
- Very detailed orientated with strong organizational skills
- Ability to pivot and change direction often.
- Enjoy “juggling” multiple priorities at the same time.

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Print Name

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Signature

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Date