



## **Position: Buyer**

**We are looking for a Buyer to join our Purchasing Team! This individual is responsible for purchasing and managing inventories for a variety of departments at Vendors Exchange.**

### **Key Responsibilities:**

- Purchase and manage inventories in accordance with company standards
- Ensure accuracy of all order and inventory management related databases and ERP transactions
- Issuing purchase orders
- Maintaining optimal inventory levels
- Preparing and managing purchasing files, reports and price lists
- Communication to appropriate coworkers with updated inventory information
- Retrieve RMAs from suppliers
- Enter new part number in NetSuite with necessary information
- Ensuring on time deliveries to meet production dates on special order fulfillment's
- Online purchasing

### **Skills, Knowledge, and Attitude for the Job:**

- Knowledge of Microsoft Office (MS): especially spreadsheet work with MS Excel
- Great attention to detail
- Able to work efficiently in a fast-paced environment
- Great communication
- Data entry experience
- NetSuite experience is a plus