

Job description

Associated Fastening Products, Inc. was founded with the understanding there was a need for quality, consistency, and customer service. AFP is an established company with a proven track record for over 30 years, in the manufacturing and distribution of both standard and special fasteners. We continue to thrive and expand our business.

As a full line supplier we provide the OEM market with the service, quality and variety of products that has made us a leader.

At Associated, our motto is...

"Our Service Makes The Difference!"

Our promise to our customer is to diligently improve our staff's knowledge through training, our quality through strict ISO standards, our product and value through a continual upgrade of our facility, equipment, and processes

Our Products are but not limited to, Custom and standard fasteners, Screw machine products/wire forms, Cold headed fasteners, Poly bagging/Hardware Kits, Metal stamping's with 200+ years of resources within the Company for support

Established in Itasca area Fastener Company is seeking qualified candidates for its growing Purchasing Department.

Summary

Buyers are responsible for sourcing products based on availability and profitability. They also purchase products across several commodities based on orders and usage. The Buyer will review requests, collaborate with vendors, sales, quality, accounting and logistics departments, examine price, quality, and availability of items, compare specifications, and review alternatives to requests to meet service degree, gross profit margin, and other company objectives.

\$45,000-\$52,000 (based on experience)

Essential Duties and Responsibilities

- Have a knowledge base of vendors for quoting
- Visit Vendors and grow relationships with them
- Issue purchase orders with suppliers for the procurement of product.
- Help Expeditor with the status of open purchase orders to ensure on-time delivery of product. Provide correspondence regarding timely resolutions
- Manage and resolve issues regarding PO-to-invoice discrepancies, PO-to-receiving inconsistencies, returns and quality issues with suppliers.
- Research alternative supply options.
- Support and backup team members within the department as required.

Qualities

- Sales and customer service (internal/external) focus
- Understands company goals and how they are supported by individual success
- Positive attitude and enthusiasm
- Strong work ethic and drive for success
- Strong orientation towards teamwork and flexibility towards changing business needs

Job Requirements:

- Previous purchasing experience is required (industrial or fastener experience is a PLUS)
- Advanced systems skills and working knowledge of MS Office, with advanced Excel knowledge
- Skilled at sourcing locally, nationally and globally
- Excellent verbal and written communication skills
- Knowledge of forecasting, MRP, supply chain, and inventory management disciplines.
- Ability to read and interpret blue prints is a plus.
- Proven negotiation skills and demonstrated continuous improvement.
- Critical thinking skills to use logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to define goals, seek information, and make recommendations with minimal supervision
- Strong organizational skills, including the ability to manage multiple projects and work within deadlines
- Attention to detail is vital

Required Education and Experience

- High School diploma or GED required.
- Bachelor's Degree desirable in supply chain, business, or equivalent field.
- 1-3+ years purchasing experience in fastener or related industry preferred.
- Knowledge of forecasting, supply chain, and inventory management disciplines.
- Experience with fastener and MRO products is a plus.
- Provide leadership, mentoring and skill development for a team of purchasing professionals.
- Ability to multi-task.
- Strong Pricing/cost negotiating skills is a must for this position.
- Job Type: Full-time

Pay: \$45,000.00 - \$52,000.00 per year