



JOB TITLE: Purchaser / Buyer

REPORTS TO: President

PRIMARY PURPOSE(S) OF POSITION

Under the direction of the President with the duties of obtaining products in an efficient, economical, and timely manner which ensures proper inventory levels are maintained.

ESSENTIAL DUTIES / RESPONSIBILITIES

- Interview and evaluate manufacturers and representatives to establish reliable and available sources of products which conform to specifications, price and quality. Continually search for new manufacturers to enhance price, quality, delivery and to be a backup or replacement source.
- Contact manufacturers to place purchase orders; expedite deliveries; assemble information on product updates; resolve concerns and advise manufacturers as to quality, delivery schedules, price, etc.
- Select the manufacturer, quantity and delivery schedule to meet inventory needs.
- Promote a strong communication link with all departments as appropriate to maintain smooth and efficient operation.
- Support and promote Vet Pharm's plans, programs and activities which contribute to the company's continuous improvement.
- Maintain professionalism and stay abreast of new developments and practices in the purchasing field and animal health industry.

JOB QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY

- Strong interpersonal skills
- Strong organizational, verbal and written skills
- Solid computer knowledge

EDUCATION OR FORMAL TRAINING

- BS or BA degree in business administration or equivalent education and/or experience.

EXPERIENCE

- Some previous business and/or purchasing experience desired but not required.

MATERIAL AND EQUIPMENT DIRECTLY USED

- Computers
- General Office Equipment

WORKING ENVIRONMENT / PHYSICAL ACTIVITY

- Minimal lifting
- Minimal travel
- Approved MVR (Motor Vehicle Record) is required prior to hire

RESIDENCE

Position is located in the Sioux Center facility. Must reside within 20 mile radius of Sioux Center, Iowa.