



17578 400th Street, Box 100, Avon, MN 56310
(320) 746-2781 | Fax (320) 746-2782

Buyer II

Do you enjoy working with amazing people and want to work for a manufacturing company that makes a difference in the world. Seitz Stainless, LLC is a leading manufacturer of custom evaporation systems and a wide range of custom stainless steel tanks, vessels, and integrated systems for the food, dairy, beverage, chemical, and pharmaceutical industries.

Seitz Stainless, LLC is considered experts in sanitary stainless steel fabrication and is looking for a Buyer II to join our Supply Chain Management team and who embraces our core values.

Sustainability
Integrity
Collegiality
Responsiveness
Reliability

SUMMARY:

The Buyer II is focused on managing and procuring raw materials, components, equipment and products, supplies, and services for assigned commodity groups in order to support production. This role collaborates closely with internal stakeholders (internal customers, receiving team, stock room/material handling, engineering, accounts payable, etc.) and our supply chain partners. Key focus areas include exploring opportunities for reduced costs, identifying alternative suppliers, contract and terms negotiations, and process efficiency through the use of MRP/ERP. This position impacts on time delivery and ensures that materials are delivered in the highest quality according to communicated specifications to drive high internal and external customer satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Purchase materials and components as driven from engineering, project management, and MRP
- Review, analyze, report and update purchase order promised dates to ensure timely materials for production
- Ensure timely purchase order execution
- Manage open purchase orders and collaborate with suppliers to ensure on-time delivery
- Address suppliers capacity and material issues that may affect supply
- Work with project management and engineering team to process change orders with suppliers
- Effectively communicate purchase order changes to internal customers as required
- Manage and resolve quality non-conformities per the NCR process
- Work closely with project accounting and accounts payable to resolve invoicing issues in a timely manner



- Manage min. and max. inventory levels for warehouse and inventoried materials
- Prepares for management status reports on metrics, projects, and programs
- Ensures materials are expedited, manages escalations with suppliers, coordinates information with internal stakeholders, and drives issues to closure
- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES:

- Supervisory responsibilities of Stockroom/Material handling personnel

QUALIFICATIONS/SKILLS:

- Strong knowledge of all aspects of purchasing, supplier selection, cost analysis and negotiation
- Ability to plan, organize, and manage multiple projects
- Familiarity with engineering drawings, preferably of welding and fabrication design
- Experience with material planning in an ERP environment
- Strong leader, self-motivated, proactive, detailed oriented, hands-on, and results driven
- Exceptional analytical skills to adequately analyze sales trending information, material hedging, forecasts, set inventory targets, interpret supplier quotes, contracts, and other supplier-related issues
- Experience in Lean, Six Sigma or Kaizen methodologies a plus
- Excellent interpersonal, written, and verbal communications skills
- Demonstrate willingness to work and communicate with others in a team environment
- Excels in a fast paced environment working with team members to reach a common goal

EDUCATION AND EXPERIENCE:

- Bachelor's degree in supply chain management, Business, Engineering, or related field of study
- Minimum of 5 years related industry experience in purchasing role
- Supervisory/leadership experience in a supply chain environment preferred
- Experience implementing ERP systems a plus

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office deskwork, requiring sitting, walking, using phone & computer
- May lift up to 30 lbs. occasionally
- Fast-paced environment with changing priorities



Benefits:

- Competitive pay.
- Excellent medical benefits (3 plans to chose from) including dental and vision insurance.
- Company pays 100% of short term disability, long term disability, and basic life insurance.
- 401K plan with a company match.
- Three (3) weeks of Paid Time off to start.
- 10 paid holidays.

If you are interested in joining a dynamic organization and team that is committed to providing superior products and excellent client services, please submit a resume or apply in person.

Seitz Stainless, LLC

Atten: Human Resources

PO Box 100

Avon, MN. 56310

E-mail: jobs@seitzstainless.com

www.seitzstainless.com

Seitz Stainless, LLC is an equal opportunity employer.