



17578 400th Street, Avon, MN 56310  
(320) 746-4000 | seitzstainless.com

**Job Title:** Purchaser  
**Department:** Office  
**Reports To:** Service, Sales & Purchasing Supervisor  
**FLSA Status:** Salary – Exempt

**SUMMARY:**

The Purchaser is focused on purchasing goods, materials and supplies to ensure that the operational needs are met, considering price, quality, and delivery to confirm continuity of supply.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Purchase materials and goods and supplies based on customers purchase order and Seitz’s needs communicating lead times and impacts to business operations.
- Review inventories and order as required.
- Interact with the suppliers on a day-to-day basis.
- Review deliveries against the orders.
- Track the status of any orders and report/negotiate lead times when needed.
- Produce and maintain all reports assisting with entering in bill of materials (BOM) in an ERP system.
- Assist in quoting process to provide accurate and estimated costs for materials to Engineering/Sales.
- Assist in choosing the suppliers that the company will deal with and maintaining the legal interaction with them.
- Assist in developing, review, and purchasing any large procurement items.
- Conduct research for new components and suppliers.
- Establishes a collaborative and open work environment that develops, challenges, and grows talent.
- Perform other duties as assigned.

**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 welding and fabrication design.
- Experience with material planning in an ERP environment
- Strong leader, self-motivated, proactive, detailed oriented, hands-on, and results driven.
- 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:**

- Associate degree in business, supply chain management, or a related field.
- Minimum of 5 years related industry experience in purchasing role.
- Supervisory/leadership experience in a supply chain environment preferred.

**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 to 30 lbs. occasionally.
- Fast-paced environment with changing priorities

Seitz Stainless, LLC is proud to be an Equal Opportunity Employer.