

Title of Role: Buyer

Compensation: \$27 - \$29

Reports To: General Manager, Kleen Concepts

MFG Location: Kleen Concepts – Scottsdale, AZ

Position Overview:

The Buyer is responsible for sourcing, purchasing, and managing materials and services to meet the production and operational requirements of a contract manufacturing company. This role ensures cost-effective procurement, supplier relationship management, and inventory optimization while maintaining high-quality standards and adherence to delivery timelines.

Key Responsibilities:

1. Procurement and Sourcing:

- Source raw materials, components, packaging, supplies and services required for production based on customer specifications and company standards.
- Negotiate prices, terms, and contracts with suppliers to ensure cost-effectiveness.
- Identify and evaluate new suppliers to diversify sourcing and mitigate supply risks.

2. Order Management:

- Create purchase orders (POs) for customer owned inventories and ensure timely approval and processing.
- Track and expedite orders to meet production schedules.
- Monitor backorders and resolve supply chain issues promptly.

3. Supplier Management:

- Build and maintain strong relationships with vendors and suppliers.
- Conduct regular supplier performance evaluations to ensure quality, delivery, and cost objectives are met.
- Address and resolve supplier-related disputes and quality concerns.

4. Inventory Control:

- Collaborate with inventory and warehouse teams to manage stock levels, reduce excess inventory, and avoid stockouts.
- Analyze inventory trends and adjust purchasing strategies accordingly.
- Support inventory audits to ensure accuracy.

5. Cost Optimization:

- Identify opportunities for cost savings through strategic sourcing and supplier partnerships.
- Work closely with engineering and production teams to optimize material usage and reduce waste.

6. Compliance and Documentation:

- Ensure all purchases comply with company policies, industry standards, and regulatory requirements.
- Maintain accurate purchasing records, including purchase orders, invoices, and delivery receipts.

7. **Collaboration and Communication:**

- Work cross-functionally with production, quality assurance, and engineering teams to understand material requirements and ensure seamless operations.
- Provide regular updates to management on procurement activities, challenges, and cost-saving initiatives.

Qualifications:

- **Education:** Bachelor's degree in Supply Chain Management, Business Administration, or a related field preferred.
- **Experience:** 3-5 years of procurement or buying experience, preferably in a manufacturing or contract manufacturing environment.
- **Skills and Competencies:**
 - Strong negotiation and communication skills.
 - Experience with procurement of chemicals and/or personal care
 - Proficiency in ERP systems and procurement software (e.g., SAP, Oracle, or similar).
 - Excellent organizational and problem-solving abilities.
 - Proficiency with Quick Books and Excel
 - Knowledge of raw materials, components, and contract manufacturing processes is a plus.
 - Analytical mindset with attention to detail.

Working Conditions:

- This position may require occasional travel to visit suppliers and attend trade shows.
- Work is primarily performed in an office environment with some time spent on the production floor.