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## **Experienced Buyer/Inventory Control**

### **Job Description:**

A full-time position is available for an experienced Buyer with a strong background in product sourcing and Inventory Control in industrial distribution.

### **Job Functions:**

- Oversee, prepare and process all company purchase orders through business system
- Negotiate vendor pricing and discounting
- Create monthly inventory management reports
- Review item sourcing processes
- Oversee expedites and order fulfillment systems
- Work closely with sales personnel to insure product availability
- Utilize and maintain Inventory Management programs and processes
- Review vendor returns, customer stocking agreements, etc.
- Investigate and implement freight cost savings programs
- Coordinate physical inventory and cycle counts

### **Job Requirements:**

- At least three years responsibility as a lead Buyer and/or Inventory Control Coordinator
- Advanced Excel skills including the use of Pivot tables and file transfers
- Above average skills with all MS Office products
- Ability to utilize the internet for efficient product sourcing
- Understanding of Inventory Control for industrial distribution sales
- Excellent problem solving skills
- Experience in reporting and analysis
- Above average communication skills

### **What we offer:**

- ❖ A competitive salary (based on experience)
- ❖ 401k options
- ❖ Profit Sharing
- ❖ Paid vacation, holidays and birthday
- ❖ Health and dental plans available

Please submit resume with salary requirements to [hria@instrumentassociates.com](mailto:hria@instrumentassociates.com)