



Open Position **Procurement Buyer**

Location: Lisle, IL 60532
Employee Type: Full-Time/Part-Time/Flex-Time Employee
Manages Others: No
Job Type: Professional
Education: Associates Degree
Experience: At least 2 year(s)
Travel: Minimal
Relocation Covered: No

DESCRIPTION

RELCO is seeking a highly motivated person to add to our procurement group. Duties include an exceptionally wide variety of tasks, and involve considerable communication with suppliers and internal customers. Occasional travel will be involved.

Candidate must be comfortable “thinking while running” and enjoy the challenge of figuring things out. Candidate must exhibit a measured, reasonable, and practical approach, while still being able to achieve established goals. Company eschews bureaucracy and rewards creativity and loyalty.

REMUNERATION

Base Pay: \$15.00 - \$20.00 /Hour
Position is not eligible to receive performance bonus
All employees receive health, dental, vision, disability and life insurance along with 401k
Job classification upgrade may be available based on experience

RESPONSIBILITIES

- Obtain Quotes and lead times for assigned products
- Review requisitions for accuracy and completeness
- Process Purchase Orders and obtain confirmation from supplier
- Monitor supplier compliance to Purchase Order Delivery requirements
- Resolve Purchase Order/Invoice discrepancies with Accounts Payable
- Reschedule or defer parts and/or expedite parts as required

REQUIREMENTS

To be qualified the candidate must be a high-energy person that likes to work in an empowered environment and has a well-tuned solution oriented approach to problem solving. Candidate should enjoy helping fellow employees and have superb communication skills while still being very detailed oriented. Confidentiality and discretion are paramount.

Experience with MS Dynamics/Great Plains is preferred. Expertise with MS Office is a must.