



BUYER ASSISTANT

Job Title:	Buyer Assistant	Date:	2020
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Job Description: The IAC- Buyer Assistant is responsible for procurement of inventory products (both stock and non-stock) for assigned segments following established organizational guidelines and procedures. The Buyer Assistant supports the Purchasing department supply chain sourcing programs ensuring the best procurement value consistent with cost, quality and service requirements while maintaining excellent supplier relationships.

Primary Responsibilities:

- Processing and expediting emergency po's. Includes all communication to supplier, via phone, email, or online.
- Coordinate with the Purchasing Manager and Corporate Buyers to manage and maintain an assigned inventory investment within desired goals for turns and GMROI.
- Establish and maintain vendor files with all significant details. Perform file maintenance to maintain current records.
- Develop and maintain business relationships with assigned vendors and utilize those relationships to benefit Purchasing and Sales personnel.
- Exhibit sound and positive interpersonal skills involving interacting, coordinating, negotiation and interfacing with all levels of company personnel, customers and suppliers.
- Excellent critical thinking and problem-solving skills to make decisions with sound judgement while complying with the policies, procedures, appropriate principles and applicable laws and regulations.
- Demonstrate IAC's Core and Growth Values in the performance of all job functions.
- Perform other related duties as required or requested by Purchasing Manager.

Job Location:	Corporate Headquarters	Company Industry:	Electrical/Industrial/Automation Distribution
Job Role:	Purchasing-Operations	Joining Date:	Immediately
Employment Status:	Full-time	Employment Type:	Salary
Salary Range:		Manages Others:	No
Number of Vacancies:	1	Other:	

Skills:

Qualifications:

- College Education preferred with three (3+) years purchasing/inventory control experience. Electrical and/or construction industry experience desirable with additional experience in business management.
- Strong proficiency in Microsoft Office Suite – Word, Excel and PowerPoint.
- Strong math, analytical and problem solving skills with attention to details in a high volume purchasing environment.
- Excellent verbal and written communication skills with the ability to resolve challenges and implement solutions in a timely and cost conscience manner.
- Must be able to work collaboratively with various departments and negotiate professionally with suppliers.
- Must be organized and able to multitask in a busy environment.
- Willingness to travel 25% of time and demonstrate a "can do" attitude.

Career Level:	Middle	Years of Experience:	3+ years of industry experience, electrical distribution experience considered a plus.
Degree:	College degree preferred equivalent work experience acceptable	Education:	