

Posting Title	Purchasing Agent
Location	Charlotte, USA
Job Category	Purchasing
Reporting to	General Manager
Hours	Monday-Friday from 8am to 5pm

Job Description

Beardow Adams is a world-leading Adhesive company. We pride ourselves on meeting tough challenges with high-performance products that customers can rely on. Since 1977, we've gained a reputation for developing quality assured adhesives and built our success upon a commitment to innovation and truly exceptional service. Today, our adhesives are trusted by more than 10,000 respected companies across a variety of applications in packaging, labelling, woodworking, product assembly, bookbinding and converting industry applications.

We are looking for an experienced Purchasing Agent that is self-directed, takes initiative and is able to maintain inventory levels to meet our customer orders. Ability to anticipate the inventory needs, manage all vendor and customer relations regarding product supply, and work in partnership with production and sales teams.

Primary Responsibilities

- Develop and execute purchasing strategies
- Order raw materials to ensure smooth manufacturing scheduling
- Maintain and anticipate appropriate inventory levels (raw materials, finished goods and packaging) to meet incoming and expected customer orders and support corporate sales initiatives.
- Work with UK purchasing to ensure efficient delivery of EU based raw materials
- Work with Technical to qualify new raw material sources to ensure appropriate specifications are met and approve raw material received within parameters outlined.
- Ensure timely processing of our materials per our specifications at the lowest possible cost. As our customers' requirements change frequently, this will also need to be monitored and analyzed on a frequent basis.
- Negotiates pricing and lead times with our suppliers/vendors and initiates purchase orders for the services/products they will offer over a specific time period.
- Proactively address and communicate schedule issues or sudden shifts in demand and impacts to inventory levels to achieve inventory targets.
- Determine quantity and timing of deliveries
- Implement an A-B-C purchasing strategy
- Seek and partner with reliable vendors and suppliers
- Monitor and forecast upcoming levels of demand

Requirements

- 2-3 years of proven work experience as a purchasing agent or buyer
- Ability to source vendors and maintain all areas of vendor management
- Strong negotiation and networking skills
- Must be able to work with all levels within the company as well as customers, vendors, and other parts in creating positive working relationships that are in line with the company values and strategies.
- Ability to gather and analyze data preparing appropriate reporting as assigned.

Minimum Educational Qualifications:

- Bachelor's Degree in Business, Supply Chain Management or related field

Minimum Previous Experience:

- 3-5 years' experience in Purchasing

Other Skills:

- Attention to detail, organizational skills and follow through to meet deadlines and demands of the customers
- Excellent verbal and written communications skills
- Proficient in Microsoft Office specifically Word, Excel and PowerPoint
- Strong analytical, negotiation and decision-making skills with the ability to effectively manage and develop vendor relationships.

Please send resumes and cover letter to: HR.Charlotte@beardowadams.com