



MEMO:

Job Posting

October 19th, 2011

Position: Buyer

Reports to: Purchasing Manager

Increased sales has created the need for an additional buyer. We are seeking a qualified person to join the Purchasing Team as a buyer/planner in the purchasing department.

Job Description:

- Analyze MRP/ERP system requirements, forecasting requirements and procurement schedules.
- Prepare electronic solicitations, review proposals, issue purchase orders
- Source and select suppliers for specific components, both existing and new
- Procure build-to-print components, assemblies and/or services
- Negotiate, prioritize and review supplier delivery schedules to insure timely delivery to schedule
- Conduct informal negotiations
- Issue blanket agreements and service agreement orders
- Support integrated product teams as required
- Respond positively and react promptly to constantly changing duties and priorities due to production schedule changes, quality control or engineering requests.
- Monitor and communicate appropriate metrics such as supplier on-time delivery, inventory turns, and inventory accuracy
- Participate in improvement plans, cost and inventory reduction initiatives

Desired Skills:

- Demonstrated excellence in communicating both verbally & non-verbally
- Proven negotiation skills
- Proven problem solving skills
- Demonstrated ability to learn quickly
- Ability to see the "big picture"
- Knowledge of metals and metal working, ability to read blue prints
- Ability to work both in a team environment & individually
- Motivated, Proactive Self-Starter
- Proven ability to represent Ventrac in a highly professional manner
- Successfully plan & manage multiple projects simultaneously
- Customer Focused
- Proficient in the use of technology (word processing, spreadsheets, e-mail, Internet)

Desired Experience/Education:

- Previous purchasing, ERP/MRP or procurement experience
- BA/BS/technical degree or equivalent experience
- Experience in a manufacturing environment
- Lean Manufacturing expertise
- CPSM, C.P.M or A.P.P Certification
- Working knowledge of Ventrac equipment

Both internal and external candidates will be considered for this position.

We offer competitive compensation / benefits package, incl. Medical ins., Dental, Vision, STD, LTD, 401K, Profit Sharing, pd vacation / holidays, pd Life, advancement opp., tuition reimbursement & more.

Interested persons must apply on-line www.ventrac.com/contact/career no later than **Friday, October 28th, 2011.**

Send any additional information to:

Ventrac HR Department

328 East Water St.
Orrville, OH 44667

Fax: 330-683-0000

E-mail: hr@ventrac.com

EEO/AA Employer