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PURCHASING / BUYER

GPD Global, Inc. is a USA domestic manufacturer of automated fluid dispensing systems for microelectronic and semiconductor applications. We are located in Grand Junction, Colorado and with operations since 1985. Through a mix of domestic and international customers, across a variety of markets, we provide niche solutions for some of the top multinational companies around the world.

Purchasing / Buyer Job Responsibilities:

- Responsible for purchasing machined parts working through a variety of machine shops across the USA.
- Develop new machine shop sources for competitive pricing.
- Responsible for purchasing electronic components working with existing distributors.
- Responsible for purchasing of MRO items.
- Work closely with manufacturing and engineering teams for future manufacturing requirements.
- Ability to review ERP/MRP reports and purchase requisitions to stay ahead of work-order and inventory requirements.
- During peak times, manage workload and share purchasing with an existing backup buyer who works as a manufacturing lead.
- Assist accounting with resolution of accounts payable invoice problems and discrepancies.
- Negotiate annual blanket orders for items that can benefit from significant cost reductions.
- Communicate with suppliers to maintain open channels of communication.
- Basic knowledge of blueprints and ability to forward these electronically to machine shop suppliers.

Work Hours and Benefits:

This is a full-time salaried position with work at the offices in Grand Junction, Colorado. The company currently pays 100% of the employee's health insurance premium, offers a 401K Plan with 2% match, paid vacation, and holiday time. Dental insurance, life insurance and disability insurance are also available.

Purchasing Buyer Qualifications and Skills:

- Knows how to use current Microsoft 365 suite products.
- Quick learner especially on ERP/MRP systems.
- Competent with math and strong analytical skills.
- Communicates effectively and has good written and verbal communication skills.
- Works well independently and with a team.
- Builds strong relationships with colleagues and suppliers.

- Must have at least three to five years of experience as a buyer.