

BUYER

DUTIES & RESPONSIBILITIES

- Communicate with vendors for quotes
- Generate purchase orders
- Follow-up and expedite existing orders with vendors

SKILLS & QUALIFICATIONS

- Raw metal materials background
- Familiar with hardware and fasteners
- Aggressive negotiating skills
- Knowledge of Epicor software preferred
- Excellent problem solving skills
- Strong organization skills with attention to detail
- Self-motivated and highly dependable
- Microsoft Office experience necessary
- High School diploma/GED
- 2-4 years relevant experience

JOB BENEFITS

- Vacation
- Personal Days
- Holidays
- Health
- Dental
- Vision
- 401(k) Plan

Employment is contingent upon successful completion of a pre-employment drug screening.

Advantech Industries is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. Any person with a disability needing special accommodations to the application process please call Human Resources.

*If interested, please reply with resume or visit our website to fill out an online application at - <http://www.advantechindustries.com/careers.html>