



## **Buyer - Collinsville**

### **JOB PURPOSE:**

To process requisitions and Bills of Material, placing purchase orders to best overall value and timely source.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Processes Job Bills of Material, (BOM) and requisitions within scope of assigned materials/services, established policies, procedures, budgetary limitations, and spending level authority.
- Prepares bid packages and confers/negotiates with established vendors to obtain products/services information such as technical data, price, availability, and delivery.
- Selects products/services for purchase by analyzing price, quality, and delivery to schedule.
- Prepares and places purchase orders to selected vendors.
- Ensures purchase orders list complete material/service specifications, as listed on BOM's, Engineering drawings, and other source documents.
- Expedites purchase orders as required.
- Discusses defective or unacceptable products/services with Inspection/Quality Control, users, vendors, and others to determine source of trouble and take corrective action.
- Source and recommend new vendors.
- Maintain manual or computerized procurement records as assigned.
- Maintain positive vendor relations.
- Assist with problem invoice resolution as required.
- Complete special projects as required.

### **REQUIREMENTS:**

- Bachelor's Degree and two years of experience or combination of education and experience.
- Certified Purchasing Professional, (CPP), certificate preferred.
- Experience in a manufacturing environment, preferably in metal fabrication environment.
- Working knowledge of procurement practices and procedures.

- Verifiable negotiation skills.

**Work setting:** Indoor.

**How to Apply:**

To apply for this position please click on the link below:

[Victory EnergyEmployment Application - Victory Energy](#)

You may also send your resume directly to: [hr@victoryenergy.com](mailto:hr@victoryenergy.com)