

Job Description



POSITION TITLE	Junior Buyer
BUSINESS/LOCATION	Bohemia, NY
POSITION REPORTS TO	Operations Manager
QUALIFICATIONS	
<ol style="list-style-type: none">1. Tactical activities related to procurement2. Prepare and issue POs as directed3. Correspond with Suppliers and maintain delivery dates4. Manage Supplier relationship5. Maintain and update Supplier information6. Follow up on overdue orders7. Update Inventory as required8. Manage returns through returns process9. Prepare reports for Admin10. Support implementation of ERP system11. Other tasks as assigned.	
EXPECTATIONS / JOB DUTIES	
<ol style="list-style-type: none">1. Proficient with Microsoft Office2. Proficient in data entry3. Knowledge of QuickBooks4. Knowledge of MRP or ERP experience is a plus5. 2-3 years of experience in Purchasing	
BENEFITS	
<ol style="list-style-type: none">1. Medical, Dental and Vision Care Plans2. Flexible Spending Account3. Paid Time Off4. 401(k) Plan	