



Buyer

SUMMARY:

Purchase component parts for manufacturing product and operational materials for plant operations.

ESSENTIAL FUNCTIONS: Including the following (other duties may be documented and assigned by management and some duties may not apply dependent upon the requirements of the position at each specific Tarter site and/or the strengths of the employee and the needs of the company):

- **Purchase the highest quality merchandise at the lowest possible price and in correct amounts.**
- **Analyze price proposals and RFQ's to determine reasonable prices.**
- **Negotiate prices with suppliers, prepare and forward purchase orders.**
- **Monitor changes affecting supply and demand, track market conditions and price trends.**
- **Maintain or establish purchasing reports to track inventory.**
- **Study sales history and work with materials to determine inventory levels.**
- **Meet with suppliers at Tarter's corporate office or visit suppliers' plants to learn about products, services and prices.**
- **Work with suppliers to establish inventory levels at their facility for product we purchase.**
- **Verify receipt of items by comparing items received to items ordered.**
- **Authorize payment for purchases by matching receiving documentation with invoices.**
- **Communicate with suppliers to discuss defective or unacceptable goods and determine corrective action.**
- **Keeps information accessible by sorting and filing documents.**
- **Arrange product pickups as needed.**



- **Maintain project list and update consistently.**
- **Tracks and reports cost savings.**

QUALIFICATIONS

Knowledge, skills & abilities: Must be able to perform each essential duty satisfactorily. Effective interpersonal, organizational, verbal and written communication skills required. This position performs job duties in an ethical and professional manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1.) Ability to perform job duties in an ethical and professional manner.**
- 2.) Effective interpersonal, organizational, verbal and written communication skills required.**
- 3.) Ability to work well with others in a close working environment.**
- 4.) Detail oriented.**
- 5.) Ability to multi-task, motivated and eager to learn.**
- 6.) Ability to anticipate and adapt to change.**
- 7.) Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

KNOWLEDGE AND SKILL REQUIREMENTS

- 1.) Bachelor's Degree in Business Management preferred.**
- 2.) Minimum of 2 years purchasing experience.**
- 3.) Computer literate and proficient in Microsoft Office Suite including: Outlook, Excel and Word.**

WORKING CONDITIONS:

Physical Demands: Generally physical demands are those of a typical office environment. However, some lifting may be required in support of various activities (i.e. supporting physical inventories, etc.). Requirement to spend several hours at a time on the plant floor is sometimes necessary (i.e. visiting supplier's facilities for audit purposes; spending time on the plant floor, etc.).

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FARM AND RANCH EQUIPMENT

Work Environment: Majority of time is spent in a typical office environment. However, there will be times when spending several hours at a time in a factory floor environment is necessary.