

Purchasing Manager

Division: South Bend, Indiana

Do you have experience as a buyer or purchasing manager working in an industrial manufacturing environment?

Abtrex Industries, Inc., a 50+-year-old family-owned business, protects our customers' assets and the environment from the bad stuff. Our company's sweet spot is rubber lining.

The goal is to work together and double in size within the next five years as a turnkey manufacturer keeping our customers and employees in the forefront.

If you are interested in a team environment, working hard to achieve mutual goals, our company is a great fit for you.

Responsibilities:

You'll love coming to work every day if you get, want, and have the capacity to:

- Maintain monthly inventory
- Estimate material costs and material take-offs
- Establish and maintain inventory in an ERP system
- Manage purchase orders for assigned projects and/or suppliers.
- Source, negotiate and purchase assigned commodities
- Develop and manage supplier relationships
- Validate data and provide reporting of supplier performance, cost reductions, and other purchasing metrics
- Collaborate with company's global supply chain to identify new sources
- Work independently to resolve problems and payment issues
- Other duties as assigned by management

You will love it here if you:

- Get it done
- Believe reputation is key
- Are growth oriented
- Focus on safety

Qualifications:

- 4-year degree or equivalent experience
- Minimum 2 years of purchasing or relevant experience

- Strong negotiating and selling skills and effective communication skills (verbal & written)
- ERP system experience
- Strong technical background
- Cost estimating
- Reading and interpreting technical drawings
- Deductive skills for problem resolution

About Abtrex Industries

Our company runs purely on EOS – Entrepreneurial Operating System. That means as a member of this team, you will have a leader who:

- Gives clear directions
- Makes sure you have the necessary tools
- Acts with the greater good in mind
- Delegates appropriately
- Takes time to truly understand your role and how you can help the company
- Makes their expectations clear
- Communicates well
- Has effective meetings
- Meets one-on-one with you quarterly or more, if needed
- Rewards and recognizes your performance

Job Type: Full-time

Pay: \$60,000.00 - \$70,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance
- Short term disability