

## **Purchaser**

**Phoenix Color is a fully-integrated printer / manufacturer of multi-color books, book components, labels and cartons serving the global marketplace. We operate a modern, air-conditioned facility containing the latest innovations in technology and equipment known for its clean and safe operation.**

### **Position Summary:**

Perform the duties required to negotiate and compile information and records to prepare purchase orders.

### **Position Responsibilities:**

- Negotiate pricing with vendors to get the best possible price and product.
- Suggest alternate products to save the company and customer money.
- Evaluate shipping options to ensure timely delivery at best possible cost.
- Meet with vendors to review new products and their performance.
- Keep management informed of any changes in market conditions.
- Work with scheduling to ensure delivery of product arrives on time to meet customer's delivery request.
- Follow all Sustainable Forestry Initiative (SFI) / Forestry Stewardship Council (FSC) estimating and invoicing procedures.
- Comply with all SOX requirements.
- Make sure all new items have a MSDS sheet on file.
- Prepare transfers of products shipped from one location to another.
- Place purchase orders for stock and specialty items.
- Place orders for maintenance items (parts & tools).
- Work with purchasing departments at all locations to ensure proper size, quantity, delivery, etc.
- Follow company and safety policies, procedures, and regulations as well as compliance with attendance and overtime requirements
- Adhere to and promote all safety policies and procedures

### **Position Skills:**

- Knowledge of Microsoft Office Products

- Knowledge of purchasing and inventory control standards
- Knowledge of cost accounting
- Apply principles of logical thinking to define problem, collect data, establish facts, and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Requires attention to detail
- Computer literacy with proven skills utilizing Word and Excel
- Ability to learn all Company related computer software programs
- Knowledge of Company policies, procedures and practices, which includes, but is not limited to the Phoenix Color Code of Conduct and the IT systems Appropriate Use Guide
- Knowledge of Corporate SOX/Internal documentation as it relates to specific responsibilities

**Experience/Education:**

Associate's Degree in Business or related field preferred. Requires a minimum of 1 to 3 years purchasing and inventory control experience in a manufacturing environment to gain sufficient knowledge to fulfill the duties of the position.

We offer competitive salaries and a generous and comprehensive fringe benefit package including employee and dependent medical coverage, prescription card, dental, and life insurance, short and long term disability, 401-k, paid annual leave and holiday pay.

Must have the ability to pass a criminal background check and drug screening. Phoenix Color is an equal opportunity employer.