

SUGAR CANE GROWERS COOPERATIVE OF FLORIDA

POSITION TITLE: ONE (1) ASSISTANT BUYER
DEPARTMENT: PURCHASING, DEPT. 32
REPORTS TO: SUPERVISOR
HOURLY PAY RANGE: \$15.89 TO \$18.23
EMPLOYMENT STATUS: YEAR ROUND
DATE OF POSTING: DECEMBER 19, 2022

GENERAL RESPONSIBILITIES:

Assistant buyers support the purchasing department with all procurement-related tasks to ensure the timely and cost-efficient purchase and receipt of equipment and supplies and assists management with the analysis of suppliers.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Assistant buyers should understand the procurement cycle and have a keen sense for attention to details.

Responsibilities include:

- General clerical tasks
- Follow service standards and complying with procedures, rules and regulations
- Assist buyers throughout the sourcing, procurement, and purchasing cycles as directed
- Assist in performing vendor research and selection to enhance profitability, reducing operating costs and boost efficiency as directed
- Maintain complete updated purchasing records/data and pricing in the ERP
- Document/records management
- Assist in processing purchase orders, reviewing requisitions for goods and services, and request quotes as directed
- Follow up with vendors on orders to guarantee on-time delivery and resolve problems associated with undelivered goods or open orders
- Work closely with Accounts Payable to resolve any invoicing issues in a timely manner

OTHER DUTIES MAY INCLUDE:

Assigned other tasks from time to time by supervisor as deemed necessary.

EQUIPMENT / TOOLS USED:

Computer based programs as needed

LICENSES REQUIRED: Regular Class "E" Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

High school diploma (or GED). Certifications in procurement/purchasing or (1) one to three (3) years of hands-on experience within the purchasing/supply chain or related field strongly preferred. Must have good communication skills (bilingual – English and Spanish preferred), an aptitude in math and customer service with great attention to detail. Must have intermediate to advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint) with working knowledge of ERP (MS Dynamics GP) and CMMS (eMaint) preferred. Self-starter with excellent organizational skills.