

BUYER

Flexicore of Texas is seeking a motivated and qualified candidate to fill the role of a Buyer. Under the direction of the Purchasing Manager, the Buyer is responsible for managing and maintaining the tool room by sourcing and procuring the materials required to keep operations running efficiently and cost-effectively. This role involves regular communication with suppliers to ensure timely delivery of materials and supplies, as well as collaboration with internal departments to align purchasing activities with overall business objectives.

RESPONSIBILITIES AND DUTIES:

- Monitor and manage inventory levels to ensure the timely availability of materials and supplies.
- Build and maintain strong relationships with suppliers, addressing issues related to quality, delivery, and/or pricing.
- Source, evaluate, and select suppliers for the plant and related products; negotiate prices, and ensure that purchases meet quality standards.
- Track purchase orders and deliveries of materials and supplies, proactively addressing delays with suppliers.
- Communicate effectively with Production Crew Leaders and Management to identify and fulfill material requirements.
- Generate purchase orders and execute approved purchases.
- Pick up material from suppliers when needed.
- Perform additional tasks and responsibilities as assigned by the Purchasing Manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong verbal and written communication skills to effectively interact with suppliers and internal teams.
- Ability to negotiate effectively with suppliers to secure favorable terms and pricing.
- Basic computer proficiency to perform daily task.
- Ability to work independently, as well as collaboratively within a team.
- Strong analytical, problem-solving, and organizational skills.
- Capable of handling multiple tasks simultaneously in a fast-paced environment.
- Occasionally requires the ability to lift and carry up to 50 pounds, climb ladders, and stand for extended periods.
- Willingness and ability to work in outdoor environments.
- Motivated and willing to learn, adapt, and grow professionally.
- Must be 25 years of age or older.
- Must have a clean Motor Vehicle Report (MVR).

BENEFITS:

- Health, Dental, Vision, and Life Insurance
- PTO
- 7 Paid Holidays
- 401(k)
- Training
- Weekly Pay Periods

CONTACT:

Please contact Kim Goble, HR Manager, for application information.

Direct Number: (346) 252-0222

Email Address: kimberlyg@flexicoretexas.com