

## **EMPLOYMENT POSTING: Buyer**

At Columbia Chemical, providing quality additives for the metal finishing industry is our business. Since our beginning in 1975, we have specialized in developing high quality plating processes. Located in Brunswick, OH, Columbia Chemical is an ESOP Company with easy access to Interstate 71. Columbia Chemical is an Equal Opportunity Employer.

We currently have the following opportunity for **Buyer**.

### **JOB DUTIES PERFORMED**

- Responsible for ordering, confirming and maintaining appropriate inventory levels for resale products.
- Assist with ordering, confirming and maintaining appropriate inventory levels for raw materials.
- Analyze in-bound freight carriers to ensure costs are minimized while maintaining quality and timeliness. Work with Customer Service and Purchasing Manager to maintain approved carrier list.
- Assist with weekly cycle counts and annual physical inventory. Work with Accounting, Production and Shipping to determine and reconcile variances.
- Assist purchasing department by ordering and maintaining office, plant and kitchen supplies. Generate purchase orders utilizing Great Plains as needed, updating SDS and Specification sheet files.
- Assist purchasing and accounting departments with monthly reporting such as reconciling unvouchered AP, receipts, inventory adjustments, lot number report, etc.
- Maintain documents including ISO Supplier Surveys and Certificates of Origin.
- Backup Administrative Assistant on phones, AM/PM closing, distributing mail, ordering company lunches, lunchroom maintenance and copy room equipment maintenance.
- Other duties as assigned.

*Reports to:* Purchasing Manager  
*Non-exempt*

### **MINIMUM REQUIREMENTS**

- Proficient in use of Microsoft Office, Adobe and other office equipment.
- Excellent verbal and written communication skills.
- Associate's Degree in Business or Purchasing or equivalent work experience.

## COMPENSATION

- Healthcare, 401(k), Employee Stock Ownership Plan.
- Salary commensurate with experience.

## CONTACT

Email resume in PDF or Word format to [careers@columbiachemical.com](mailto:careers@columbiachemical.com)  
or mail to:

**Human Resources Dept.  
Columbia Chemical Corporation  
1000 Western Drive  
Brunswick, OH 44212**

*No phone calls please.*

