



1000 Western Drive • Brunswick, OH 44212-4330

PHONE: 330-225-3200 • FAX: 330-225-1499 • www.columbiachemical.com

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.

Position Summary: Buyer

This position serves as the frontline communication with our vendors. Buyer is responsible for generating the MRP report, entering purchase orders into our ERP system, confirming purchase orders, and assisting manager in maintaining appropriate inventory levels.

Essential Functions:

1. Place orders, generate PO's in ERP system and confirm PO's for resale products, packaging, raw materials and equipment.
2. Monitor and maintain appropriate inventory levels of raw materials, packaging, finished goods, resale and equipment.
3. Request quotes and schedule inbound freight to ensure costs are minimized and quality and timeliness are maintained.
4. Order and maintain inventory for warehouse supplies.

Nonessential Functions:

1. Reconcile weekly cycle counts and annual physical inventory. Analyze variances and discuss with appropriate department.
2. Assist in monthly reporting and reconciling various accounting and purchasing accounts such as unvouchered AP, receipts, inventory adjustments, lot number report, etc.
3. Maintain vendor documents including ISO Supplier Surveys, Supplier Quotes and Certificates of Origin.
4. Serve as backup to Admin Asst on AM/PM closing, distributing mail, ordering company lunches, kitchen and copy area maintenance.
5. Answer phones and other duties as assigned.

Competencies:

1. Customer service
2. Communication skills
3. Negotiation skills
4. Flexibility and adaptability
5. Works well in a team
6. Quality of work
7. Ability to multitask

Work Environment:

1. This position is performed in an office setting, five days a week with typical work hours being 7:45 am through 4:00 pm. Regular in person attendance is required with the ability to telework in special circumstances. Occasion overtime may be required.
2. Frequently this position will be required to walk into the plant or up stairs into the lab to gather information or collaborate with other departments.
3. This position is salaried.



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Physical Demands:

1. While performing the duties of this job, the employee is regularly required to lift, walk, stand, sit, bend, reach with hands and arms, climb, push/pull, use hands, and see, hear and speak.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. The noise level in the work environment is usually moderate.

Technical Expertise/Specialized Knowledge:

1. Proficiency in MS Office [Outlook, Excel, Word] and Adobe or similar software is required.
2. Experience with Microsoft Dynamics Great Plains is preferred.
3. Ability to use computer, copiers, fax machine and scanner is required.

Education and Experience:

1. Education: Associate's Degree in Business, Supply Chain or Purchasing is required.
2. Years of experience: 1-3 years general purchasing or supply chain experience is required. Experience in a manufacturing setting is preferred.

Contact:

Email resume in PDF or Word format to careers@columbiachemical.com

No phone calls please.