

Job Title: Buyer/Purchaser

Company: Badlands Ranch & Rodeo Equipment

Location: Watertown, SD

Employment Type: Full-time

Job Summary:

As a Buyer at Badlands Ranch & Rodeo Equipment, you will play a critical role in ensuring the availability of materials and products essential for our operations. You will be responsible for managing accurate inventory levels, issuing purchase orders, and collaborating with suppliers to generate cost-saving opportunities. Your expertise in inventory management and vendor relations will help optimize procurement processes, contribute to effective inventory audits, and support the overall efficiency of our supply chain.

Key Responsibilities:

- Inventory Management:

- Manage and maintain accurate inventory levels to meet production and sales demands while minimizing excess stock and associated costs.
- Monitor stock levels and analyze inventory turnover rates to make informed purchasing decisions.

- Purchase Orders:

- Issue purchase orders for materials, supplies, and equipment based on production requirements and inventory assessments.
- Ensure timely and accurate processing of purchase orders to maintain supply chain efficiency.

- Vendor Management:

- Establish and maintain strong relationships with vendors and suppliers to negotiate pricing, terms, and conditions that align with company objectives.
- Conduct performance evaluations of suppliers to ensure quality standards and timely delivery are met, fostering continuous improvement and cost-saving opportunities.

- Inventory Audits:

- Assist in conducting regular inventory audits to verify stock levels, identify discrepancies, and implement corrective actions as necessary.

- Collaborate with the accounting team to ensure accurate inventory valuation and reporting.

- Cost Analysis and Reporting:

- Analyze procurement trends to identify opportunities for cost savings through bulk purchasing, supplier negotiations, and alternative sourcing strategies.

- Prepare reports and provide insights on inventory levels, purchasing activity, and potential savings to management.

- Advisory Role:

- Advise cross-functional teams on inventory levels, availability of resources, and the feasibility of production timelines based on procurement capabilities.

- Collaborate with production and sales teams to forecast demand and align purchasing strategies accordingly.

- Process Improvement:

- Identify areas for process improvement within the procurement function and implement strategies to enhance efficiency and reduce costs.

- Stay current with industry trends and market conditions to inform purchasing strategies and decision-making.

Qualifications:

- Experience in Supply Chain Management, Operations Management, or a related field (preferred).

- Proven experience in purchasing materials, parts, or related products, preferably in manufacturing or equipment industries.

- Excellent organizational skills with the ability to manage multiple priorities and meet deadlines.

- Effective communication skills, both verbal and written, to collaborate with various teams.

- Proficiency in Microsoft Office Suite (Excel, Word, etc.).

- Experience in Sage Accounting, QuickBooks, or an MRP/ERP software is a plus.