



**Location for this position:**

Rowmark/Johnson Plastics Plus  
5409 Hamlet Drive  
Findlay, Ohio 45840  
[www.rowmark.com](http://www.rowmark.com)  
[www.johnsonplasticsplus.com](http://www.johnsonplasticsplus.com)

**Title:** Buyer

**Reports To:** Director of Global Supply Chain & Procurement

**Primary Purpose:** Collaborates with internal stakeholders to effectively procure products and services by supporting the process from start to finish. Works closely with domestic and international vendors assigned to them to obtain relevant information relating to products, pricing, order quantities, and delivery schedules.

**Expected Attributes:**

- Positive attitude with a high level of accountability, personal drive, ambition, integrity
- Competent in communicating directly and effectively throughout the organization with effective verbal and written communication skills
- Strong research, analytical, troubleshooting, negotiating and problem solving skills with the ability to work both independently and within a team.
- High level of multi-tasking skills, with a strong attention to details, organization and follow-up communications.
- Passion for continuous improvement in all aspects of the position and a personal drive toward positive results
- Demonstrated strong oral and written communication skills
- Team-oriented customer service spirit with a passion to learn in a fast-paced, goal/deadline-driven atmosphere

**Qualifications:**

- High School Diploma/GED equivalent required. Associate's or Bachelor's degree preferred.
- At least one year of purchasing-related experience, working knowledge of general purchasing principles, practices and procedures.
- Experience with integrated ERP systems.
- Efficient with Microsoft Office software (Word, Excel, PowerPoint). Microsoft Office; strong proficiency in MS Excel

**Primary Duties & Responsibilities:**

- Assist in executing all activities involved in the procurement of products and services from vendors for assigned commodities. Communicate with vendors regarding open, past-due or confirmed purchase orders.
- Collaborate with the internal sales and inventory teams to effectively procure goods and services by supporting the process from start to finish.
- Research alternate sources for purchases as requested. Compile relevant information for comparison to present to management.
- Review and analyze inventory levels of materials to ensure proper inventory levels. Place orders for products as needed.
- Maintain vendor database with current contact information and other relevant data.

- Add new vendors in ERP system and ensure that all necessary information is entered. Research missing information, as needed.
- Work with the domestic and international vendors assigned to you to obtain product and service information, such as price, availability, specifications and delivery schedule
- Place purchase orders for inventory items within set guidelines and parameters. Place purchase orders for new products as directed by management. Track Order Status and communicate to appropriate staff. Expedite shipment of orders when required.
- Maintain purchase order files.
- Review purchase orders against delivery. Investigate pricing or receipt discrepancies and monitor delivery dates to ensure on-time delivery. Report issues to management quickly.
- Request product samples when appropriate and work with internal stakeholders to drive the review process and solicit appropriate feedback.
- Complete all other projects and tasks assigned by supervisor.

**Johnson Plastics Plus** is the leading supplier/distributor to the engraving and sign-making industry. As part of the Rowmark family of companies, JPP strives to provide world-class products and service to our customers every day with eleven distributions points throughout the United States.

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Rowmark/Johnson Plastics Plus is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: [kwinner@rowmark.com](mailto:kwinner@rowmark.com)