



Among PU machinery and plant manufacturers, the Hennecke GROUP enjoys worldwide reputation as being the company with the broadest product range and highest quality. Our expertise and equipment portfolio covers virtually all fields of PU applications. For more than 70 years, Hennecke has been driving innovation in PU technologies that have gained worldwide acceptance and acclaim - in close cooperation with polyurethane processors around the globe.

For the North American territory we are looking for

Buyer

Main responsibilities include:

- Process purchasing requisitions from engineering, parts and service and manufacturing departments through completed purchase document.
- Create purchase documents in accordance with company purchasing policies and procedures.
- Negotiates with vendors for goods and services for best possible price, service, guarantees, vendor terms, delivery, etc.
- Checking of requisitions for appropriate approval, cost centers, terms and conditions
- Monitor open purchase orders for early notification of critical or time sensitive delivery situations
- Support claims management for realized orders in coordination with Project/Manufacturing/Quality Managers
- Follow-up quality corrections and recoup quality costs from suppliers
- Reconcile invoice discrepancies with vendors and receiving department.
- Ensure master data in the ERP system is complete, correct, and up to date.
- Preparation and execution of blanket orders
- Supplier audits in cooperation with quality assurance and technology department

Requirements include:

- 3 years' experience purchasing in a manufacturing environment.
- Knowledge of logistics.
- Working knowledge of IT/Business infrastructures and MS Office. Microsoft Dynamics experience a plus
- Ability to think methodically, independently, prioritize and follow up on multiple tasks simultaneously
- Ability to work under tight schedules and drive projects with high speed
- Solid business and technical acumen.
- Ability to cope with stress and multiple tasks.
- Excellent communication skills, both written and verbal, with all levels.
- Strong ability to plan, organize, and prioritize.

Benefits:

- Competitive salary commensurate with qualifications and experience.
- Comprehensive benefits include Medical, Dental and Vision insurance, 401(k) with Company Match, Life, AD&D, LTD and STD insurance.
- PTO and Holiday Programs
- Professional Development/Training including Tuition Reimbursement
- Flexible hours
- A new and dynamic work environment.
- Fitness Center on site

Here's YOUR opportunity to capitalize on a genuine career opportunity! If you are a motivated, high energy individual who is looking to take the next step in their career, apply now! Feel free to use our online application:

<http://www.hennecke.com/us/company/career/application>

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