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Position: Senior Buyer

Location: Tarrytown

Contact: Durbin R. Hunter; Recruiting Manager

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Tarrytown based leading organization seeking a Senior Buyer for their procurement team.

Responsible for Indirect Procurement related to the following commodities:

- Facilities, Office Equipment/Supplies, and Outside Services i.e. Overnight mail, Travel, Meetings and Events.
- Manage corporate travel requirements, contracts, policies and procedures.
- Solicit & evaluate proposals in assigned commodities.
- Analyze current and potential suppliers in assigned commodities
- Develop working relationships w/suppliers and internal clients.
- Negotiate, review and manage contracts and compliance with pricing agreements.
- Manage blanket orders for services.
- Sources and procures equipment that meets end user specifications.
- Develop and implement programs to support end user requirements.
- Implement and maintain cost saving projects.
- Ensure optimal level of costs and service are achieved and maintained.
- Introduce new and innovative ideas for goods and services.

Experience:

- Bachelors or Master in a related field.
- A minimum of 5-8 years of relevant experience.
- Requires CPM Certification.
- Oracle, Microsoft office and strong excel skills required.
- Excellent organizational skills and excellent written and verbal communication skills required.