



Job Description Junior Buyer – Aurora, IL

H&K International is a leading global supplier of stainless steel kitchen equipment to the food service industry with a long-established reputation for quality products, precision manufacturing and exceptional customer service. The current expansion of the business requires the following position in our new Aurora, IL facility.

Summary

The Jr Buyer serves as administrator/consolidator of multiple International and Domestic locations for purchasing components and goods by performing the following duties:

Essential Functions

- Individual will serve as an Administrator for multiple locations between Purchasing, Engineering, Quality, Sales / Marketing, and our Suppliers.
- Monitors inventory levels and issues purchase orders to maintain adequate minimum stocking levels.
- Creates and submits purchase orders to vendors for multiple locations as directed.
- Coordinates with vendors to ensure timely delivery of purchased goods.
- Interface closely with Engineering, Sales, Purchasing, and Quality at multiple locations.
- Maintain records associated with the purchasing functions, supplying relevant information to the accounting, sales, and production functions.
- Coordinates and monitors import/export documentation compliance.
- Participates in reduction of excess and obsolete inventory.
- Performs other duties as assigned.

Education, Experience, and Knowledge Requirements

- The ideal candidate will have a Bachelor's degree from four-year college or university.
- Experience of 1 to 3 years in Purchasing or Procurement is preferred.
- Experience with Inventory Control, Supply Chain and/or sourcing through overseas vendors is a plus.
- Analytical and logical reasoning skills.
- Possesses a high level of attention to detail, organizational skills and able to multi task in a fast paced, high pressure environment.
- Must be able to work in a team environment with all departments and across multi-cultural boundaries.
- Must have excellent computer skills, including Outlook, Excel, Word and SAP or similar ERP system.
- Experience in import and export documentation compliance a plus.
- Excellent oral and written communication skills is required

*Please submit resume in Word format to employment@hki.com.

*No resumes will be considered without salary history and expectations.

*No recruiters/staffing agencies will be considered in filling this position.

H&K International offers a competitive benefits package including a comprehensive medical plan that includes short/long term disability, flexible spending account, life insurance, 401k (with 100% match up to 5% and immediate vesting), tuition reimbursement, free online training courses and a business casual dress environment.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.