



Job Description

Position: Buyer

Reporting: Reports directly to the Purchasing Manager

Purpose: To effectively and accurately prepare purchase orders from sales order demands and through the use of forecasting reports, then purchase materials using sound, prudent and ethical practices. The buyer will purchase material at the best price available without compromising service and quality. This position will plan, organize, coordinate and control company purchases to meet all customer and inventory needs of BarnSCO Texas.

Duties and Responsibilities:

- Monitor and maintain all merchandise inventory levels and the accuracy of current costs
- Meet or exceed established guidelines for standards of performance, including teamwork and cooperation between all individuals and departments
- Maintaining the status of all back orders and communicating updates of said back order statuses with pertinent departments/personnel
- Maintain good company relations with employees, suppliers and customers
- Recognize potential material problems and have the experience to solve those problems
- Must possess strong interpersonal skills and be able to work independently and meet deadlines
- Provide reporting to Managers and Directors as needed so they may use the information to make sound business decisions
- Read, analyze, and interpret catalogs and other forms used for purchasing from suppliers as well as understanding discounts, rates, percentages, etc.
- Respond to inquiries and/or complaints from company personnel, suppliers and customers
- Assisting other departments with any supplier related issues including but not limited to invoices and shipping issues
- Review system transactions including sales orders, purchase orders, inventory receipts etc. to find any issues that may arise

Required Education & Experience:

- High School diploma/GED required
- 1-5 years in Purchasing
- Must possess strong organizational and problem-solving skills
- Manage multiple tasks and meet deadlines in timely manner
- Must have strong work ethic and dependable
- Detail oriented, professional attitude, and reliable

- Proficient in Microsoft Excel and Outlook
- Must possess excellent communication , negotiation, scheduling and forecasting skills for coordinating material movement in an effective and timely manner.
- Although not required, the ability to speak and read Spanish would be most helpful.

About Barnsco:

Barnsco Texas, a member of the Kodiak Building Partners family, has been serving the concrete construction markets in Texas since 1984. We are a Texas-based company that offers rebar fabrication, full service post-tension, concrete construction supplies, and engineering services. Additionally, we provide equipment sales, rentals, and maintenance services.

At Barnsco Texas, our core values are at the heart of everything we do. We provide a unique environment that encourages individual growth and recognizes individual performance and hard work. Our management team is visible and accessible, ensuring effective communication. If you are seeking growth opportunities in a stable company, look no further than Barnsco Texas.

Please note that this job description does not imply that the listed duties are the only responsibilities of the employee(s) in this position. Employees will be expected to follow any other job-related instructions and perform any additional job-related duties as assigned by authorized personnel.

Barnsco Texas is an equal opportunity employer. We consider all candidates for employment, regardless of their race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.