

ROBERT SMITH

Plant Buyer

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SUMMARY

Responsible for Interpreting purchasing procedures to departments and vendors, as a specialist in assigned material categories, which require a degree of technical knowledge.

SKILLS

ERP Systems, Inventory Management.

WORK EXPERIENCE

Plant Buyer

ABC Corporation - December 2002 – August 2010

- Handled any negotiations needed when an engineering change is initiated on a product already in production.
- Commodity buyer for all outside processes and packaging.
- Issued MRO purchase orders for approved requisitions.
- Attended all Cross functional team meetings for all plant programs.
- Mained contact between plants and commodity buyers.
- Used While shipping supervisor I was responsible for all outgoing shipments.
- Supported accounts payable with invoice reconciliation.

Plant Buyer

Delta Corporation - 1997 – 2002

- Managed over \$50 Million worth of accounts with over 70 suppliers for mobile heavy machinery OEM Was responsible for tactical sourcing, pricing .
- Responsible for purchasing steel and aluminum, corrugated boxes, electronic parts, plastic parts, fasteners, powder paint, maintenance items, office .
- Currently working on TCM system, used AS400 Freedman Frontier System before switching to TCM, Excel, Microsoft Word, and Power Point.
- Experience with Lean Manufacturing, Kanban and MRP.
- Work closely with Purchasing Manager and Plant Manager.
- Responsible for purchasing steel and aluminum, corrugated boxes, electronic parts, plastic parts, fasteners, powder paint, maintenance items, office .
- Currently working on AS400 Freedman Frontier System, Excel, Microsoft Word, and PowerPoint.

SCHOLASTICS

- BS In General Education