

Associate Buyer/Planner

Enseo

For more than 18 years, Enseo has been known as the backbone of the hospitality in-room experience. The company's superior products, including set-back boxes and applications, are preferred by the world's largest hotel groups. Enseo is a dynamic and fast-paced technology provider that is transforming industries with emerging digital products. We are always on the lookout for world-class talent with a passion for exceeding expectations. Is that you?

General Description

The Associate Buyer assists the Purchasing/Planning Manager in purchasing materials, supplies and services at the most favorable terms for the organization, as well as qualifies vendors, evaluates bids, and negotiates prices and terms for purchased goods and services. This challenging position also tracks purchases, monitors vendor quality, and maintains the ERP system with current vendor information.

Skills

- How is your attention to detail?
- Are critical thinking and problem solving two of your key talents?
- Do you possess strong (English) verbal and written communication, as well as computer skills, including Microsoft Excel and Outlook?
- Can you work independently as well as you can work as a part of team?
- Do you advocate strong ethical, professional values and a practice discretion at all times?

Responsibilities

- You will assist the Purchasing/Planning Manager in strategically planning and managing inventory and analysis including strategy improvements, presentations, KPI's, report generation and analysis and recaps to ensure inventory availability.
- You will manage the supplier base to improve shipping performance, on-time delivery and chargebacks.
- You will maintain and analyze inventory shortage management by identifying and tracking upcoming risks with a comprehensive action plan.
- You will maintain and manage inventory availability by completing buy analysis, proactively maintaining inventory baselines and projections.
- You will maintain purchase order status, expedite and provide information pertaining to delivery of product. In addition, you will manage open outstanding and upcoming orders to ensure product availability and prevent shortages.
- You will perform other duties as assigned, such as work with other departments to identify and correct invoicing discrepancies.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive pay and an extensive benefits package including paid time off, medical, dental and vision benefits. Plus, we work to maintain the best possible environment for our employees and strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.