



Badger is a full-line distributor of interior and exterior millwork, cabinets and building products for residential and commercial projects.

Our Core Values – Driven, Collaborative, Responsive, Innovative and Dedicated

PURCHASING SPECIALIST/BUYER

- Responsible for purchasing and maintaining inventory levels of all items for Building Materials and Millwork products for Badger Corrugating Company.
- This position requires high level purchasing knowledge and the ability to communicate effectively with team members, vendors and customers.
- Actively run reports to ID inventory levels, fill rates, turns, product costing for assigned suppliers, and bill of materials (BOM) analysis.
- Responsible for all acknowledgement procedures and timely completion.
- Assist in purchase order (PO), sales order (SO), and invoice balance and reconciliation.
- Anticipate potential backorder cases and work closely with suppliers and production to find other sources to expedite the product.
- Develop purchasing inventory programs to meet company goals.
- Work with Senior Management to maximize Purchase Price Variance (PPV).
- Keep vendor price file up to date in the price tree.
- Analyze, match, and troubleshoot supplier invoice discrepancies.
- Recognize and communicate sensitive and urgent issues with management.
- Work closely with all supplier return responsibilities for assigned suppliers; aggressively pursue cost recovery due to supply base issues.
- Understand sales, production and operations processes on how it affects purchasing and inventory, assist in ticket resolving.
-

Associate's degree or higher preferred in related field.

6+ years' experience with purchasing process and operations.

Preferred prior experience in construction (building materials and millwork).

Strong computer skills.

Effectively build relationships with co-workers.

Act in a self-confident manner to facilitate completion of work assignments or to defend a position or idea.

Demonstrate ability to interact and communicate effectively with all company employees, customers and vendors.

Able to assess, analyze, and solve problems with customers, vendors, and all channels of distribution.

Effectively manage time and prioritize multiple responsibilities.

Strong written, verbal and interpersonal skills required including conflict resolution.

Work independently and as a strong team member.

Strong analytical, process improvement and system skills.



Ability to handle multiple phone calls, changing priorities, and keeping team organized in a high paced and demanding work environment.

Ability to schedule, forecast, and procure for production planning.

Ability to negotiate material pricing and delivery terms with vendors.

Ability to manage inventories with slow-moving and obsolete inventory.

Proficient in the Windows operating system and Microsoft Office (Word, Excel, Access, PowerPoint, Outlook).

Ability to learn and utilize corporate enterprise systems.

Creative and driven individual to achieve personal success and advancement.

Badger offers competitive commission-based wages and a comprehensive benefits package including a 401k program and paid time off. After one year of service, employees become an owner of the company through our Employee Stock Ownership Program (ESOP).

Apply today!

For immediate consideration, candidates should submit a resume and letter of interest to jstohr@badgerlax.com or Human Resources by no later than 5:00 p.m. on Friday, March 1, 2024.

Visit our website at www.Badgerlax.com to learn more about Badger, its history and benefit offerings.

EEO Employer