



Senior Buyer – Paper Mill

Willamette Falls Paper Company is looking for a senior level buyer to join our team in West Linn, Oregon. We are the only coated free-sheet producer on the West Coast, we are growing quickly and we need amazing people on our team.

We are locally owned and have a collaborative culture where each employee is a critical part of a team that steps up to accomplish great things. Our products are distributed throughout North America for the printing of advertising materials, catalogs, magazines, retail, books, direct mail and packaging.

Summary:

- Procures raw materials, equipment, goods and services at the most favorable terms for a very busy manufacturing organization with consideration to quality, service and cost.
- Proactively ensures adequate and timely delivery of raw materials to match manufacturing schedule. Performs procurement functions for assigned categories and equipment assigned.

Key Responsibilities:

- Operates at a senior level and works collaboratively with all stakeholders to provide creative solutions to supply chain challenges, while identifying and driving the most appropriate cost solution.
- Works with key vendors and distributors to procure large volumes of raw materials, goods and services at the most economical cost while maintaining necessary delivery time frames. Products may include pulp and chemicals used in the manufacturing of paper and/or parts and equipment used to maintain the factory and equipment.
- Works closely with other departments including Engineering, Quality, Production, Logistics and Warehousing to ensure materials are delivered in advance of production schedules.
- Ability to prioritize critical items to ensure highest available production throughput.
- Works with finance to make sure that inventories are appropriately scaled for manufacturing needs, while also considering cash outlay and other business requirements.
- Handles stressful situations with professionalism, and understanding of the supply chain impact to each area of the manufacturing process.
- Willingness to assist in other areas as needed, and flexibility to change directions as business needs require.
- Assists Director and key plant personnel in all phases of servicing internal customers, Vendor Relationship Management, and escalating concerns or delays as appropriate.
- Perform all duties in accordance with safety rules and regulations.
- Other duties as assigned.

Physical Demands:

- Duties of this position are performed in a normal office environment.
- Duties may require extended periods of sitting and sustained visual concentration on a computer monitor or on numbers and other detailed data.
- Repetitive manual movements (e.g., data entry, using a computer mouse, using a calculator, etc.) are frequently required.

Preferred Qualifications:

- BA or equivalent industry experience.
- 5 - 10 years broad based sourcing and procurement experience, with 5 years focused in a manufacturing environment. Experience in the paper and pulp industry is a plus. Experience with paper, pulp, printing, packaging, capital expenditures and MRO desired.
- Planning experience with complex supply chain and/or long lead times is desired.
- Understanding of Requests for Quotes (RFQ)/ Request for Proposals (RFP) process.
- Proficient skill in the use of Microsoft Office applications, particularly Word and Excel; knowledge of Enterprise Resource Planning programs. Great Plains and Access knowledge is a plus.
- Ability to work extended hours as needed.

Additional Details:

We offer a competitive starting wage and overtime rates apply for hours worked over 40 hours a week. Our competitive benefits package includes Family Medical, Dental, Vision, Life Insurance, Short and Long-Term Disability, 401K match, safety shoe reimbursement, on-site fitness facility, generous PTO and more.

Benefits begin the 1st of the following month in which you are hired and PTO starts accruing your first day of work!

Learn more about Willamette Falls Paper Company:

<https://www.wfpaperco.com/careers.html>

<https://www.youtube.com/watch?v=QjLexgnl0xo>