

**Order Number:**

NY1523738

**Date Job Order Received:**

02/04/2025

**Number of Openings:**

1

**Company Name:**

Otis Technology

**Job Title:**

Junior Buyer

**Minimum Experience Required:**

1 year

**Job Description:**

The Junior Buyer partners with various internal client groups to deliver all goods and services within specifications, on time and at minimum cost, thus facilitating each departments optimal performance. Consistently drive a high standard of performance and accountability when dealing with all vendors. Minimum Qualifications and Experience: (Education and Training) HS or GED required 1-2 years experience in a buyer or purchasing role preferred Experience in a manufacturing environment helpful Responsibilities: Communicates with vendors using lean principles and just in time delivery to maintain appropriate deliverables on raw materials, supplies and services Works with prime vendors to promote vendor relationships and vendor managed inventory Identifies vendors for goods and services required, i.e. office, facility and manufacturing supplies, and develop strong partnerships based on integrity, quality, on-time performance and cost Partners with all departments to maintain inventories at optimal levels Works with quality control and various departments, establishes acceptable standards of cost, timing and quality, and consistently delivers against those standards Develops and runs reports, and effectively works within all required business systems Assist other Buyers, participates in meetings i.e. takes notes and prepares information, call suppliers for price quotes and delivery status as directed Assist Materials Department on an as needed basis in support of the departments strategic direction Complies with the organization Policies and Procedures Manual Complies with regulatory and statutory requirements Knows and explaining the Quality Policy in their own words and how they impact carrying out the requirements of the policy in the job that they do Performs their essential job functions as defined by job duties

**Job Location:**

Lyons Falls, New York

**Pay:**

\$16.00 - \$23.23 Hourly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Not specified.

**Shift:**

Not specified.

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by telephone, or on-line:

Phone: Lapell, Trisha (315) 348-2450

Web-site: <https://www.indeed.com/viewjob?jk=f2c7791a05533687&from=shareddesktop>