

Purchaser

Reports To: Chief Operating Officer | Full-Time | In-Office

Position Overview

The Purchaser serves as the critical link between our operational needs and supplier relationships, managing the procurement workflow from requisition through delivery. This role is essential to ensuring materials, equipment, and supplies are available when needed to support production timelines and customer commitments. The Purchaser acts as the central coordinator between warehouse operations, sales teams, customer service, and vendors to maintain optimal inventory levels and prevent production delays for print jobs, specialty production work, and fulfillment operations.

Key Objectives

- Serve as the primary point of contact for vendor management and procurement activities
- Ensure timely ordering to support production schedules and customer commitments
- Manage multiple concurrent purchase orders with varying priorities, lead times, and specifications
- Maintain accurate purchasing documentation and tracking in TAPS/Netsuite (company ERP system)
- Coordinate with warehouse teams to ensure proper receiving and inventory management
- Source new vendors and materials to support expanding customer needs
- Proactively communicate order status and supply chain issues to internal stakeholders
- Support continuous improvement in purchasing processes and vendor relationships

Key Responsibilities

- **Daily Purchase Order Management**
 - Monitor and follow up on open purchase orders to ensure timely inbound shipments
 - Issue daily or bulk purchase orders for designated vendors and confirm receipt
 - Track pending orders and resolve discrepancies, delays, or quality issues with vendors
 - Review and prioritize urgent purchases for next-day planning
 - Ensure accurate record-keeping by updating all POs in TAPS system
- **Vendor Management & Sourcing**
 - Source and evaluate potential vendors for materials required by new and existing customers
 - Compare vendor proposals for pricing, lead times, and quality to ensure optimal sourcing decisions
 - Negotiate favorable terms, pricing, and delivery schedules with suppliers
 - Maintain and update vendor contact information and price lists
 - Build and maintain strong relationships with suppliers to ensure reliable supply
- **Internal Communication & Coordination**

- Notify Customer Service, Sales, & Web team regarding backorders or discontinued items
- Provide regular updates to Warehouse, Sales, and Customer Service teams regarding order status and expected delivery dates
- Record detailed notes in TAPS regarding substitutions, updated ship dates, or special handling requirements to support the Receiving Department
- Collaborate closely with Warehouse Manager to ensure timely planning for inbound shipments
- Resolve issues related to damaged, incorrect, or missing items in coordination with warehouse staff
- **Inventory & Quality Assurance**
 - Monitor stock levels and verify requisitions to ensure timely reordering of materials and supplies
 - Verify that ordered goods meet company specifications and quality standards
 - Coordinate material substitutions when necessary and communicate changes to affected departments
 - Report recurring vendor issues or discrepancies to management
 - Identify and implement process improvements related to purchasing and inventory management

This position requires a commitment to detail and willingness to always improve. We are constantly expanding our capabilities and your ability to grow with the company is dependent on learning new skills. In addition, we demand the highest level of quality in everything we do. You have the authority to "stop" something in the line, if it is not correct.

Metrics for Your Position

- On-time delivery rate of purchase orders
- Accuracy of purchase orders and vendor communications
- Cost savings achieved through vendor negotiation
- Turnaround time for procurement requests
- Reduction in backorders and stockouts
- Vendor performance ratings
- Internal stakeholder satisfaction with purchasing support
- TAPS system data accuracy and completeness
- Completion of Training
- Positive Attitude

Required Qualifications

- Proven experience in purchasing, procurement, or supply chain management
- Strong organizational skills with the ability to manage multiple orders and deadlines

- Excellent written and verbal communication skills for vendor and internal team interactions
- Proficiency with Microsoft Office suite and ability to learn ERP systems (TAPS training provided)
- Strong negotiation skills and business acumen
- High level of accuracy and attention to detail
- Ability to work independently and make sound procurement decisions
- Problem-solving mindset with ability to resolve order discrepancies
- Ability to work in-office 5 days per week
- Adaptability to changing priorities and urgent material needs
- Professional demeanor in vendor and internal communications
- High school diploma or equivalent
- Valid driver's license
- Reliable attendance and punctuality
- English proficiency
- Must be comfortable around dogs

Preferred Qualifications

- Experience with NetSuite, TAPS, or similar ERP/inventory management systems
- Background in apparel production or manufacturing environment
- Experience sourcing specialty materials or custom products
- Knowledge of supply chain logistics and shipping coordination
- Prior experience in a fast-paced, multi-department organization
- Understanding of production timelines and material requirements planning

Schedule & Environment

- Monday through Friday In-office position
- Fast-paced environment with changing priorities and urgent requests
- Collaborative team setting requiring frequent interaction with warehouse, sales, and customer service staff
- Climate-controlled facility
- Dog-friendly workplace

Benefits

- Dental insurance
- Health insurance
- Life Insurance
- Vision insurance

- Paid time off (15 days plus Holidays)

About Vox-Pop-Uli

Vox takes great pride in our culture. Part of being a great teammate is learning and development. In addition to the technical knowledge you have acquired and will continue to acquire, there is the training that is required for every position at Vox. We want you to be the best you can be and our job is to help facilitate that. Understanding the Vision and Mission of the company is mandatory. There may be times that travel is required as a part of your development as well.