



Position: Material Buyer

Reports to: Supply Chain Manager

Company Overview

Founded in 1984, Aqua-Hot Heating Systems, LLC is one of the most recognized and trusted brands in the recreational vehicle (RV) industry. We offer premium products that provide RV owners with exceptional comfort while saving fuel, reducing emissions, and adding real value. Aqua-Hot supplies more than 40 original equipment manufacturers in North America, China and Europe.

Aqua-Hot provides great solutions that make our customer's product better.

Job Summary:

We are looking for a Material Buyer to order supplies and equipment based on our company's needs as well as cycle count materials to ensure the accuracy of our inventory records.

As a Material Buyer, you will work to coordinate the purchase of products and materials on behalf of our organization. You will also build and maintain relationships with vendors in order to ensure our company always has a source for necessary products. Material Buyer handle administrative duties relating to purchases, including tracking orders and ensuring records are kept up to date. You will also be responsible for cycle counting materials in order to keep our inventory records accurate.

Ultimately, you will make cost-effective purchases and ensure we maintain a fully stocked inventory.

Responsibilities:

- Monitor stock levels and identify purchasing needs
- Research potential vendors
- Track orders and ensure timely delivery
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Prepare cost analyses
- Maintain updated records of invoices and contracts
- Follow up with suppliers, as needed, to confirm or change orders

- Liaise with warehouse staff to ensure all products arrive in good condition
- Cycle count materials and research discrepancies

Required Knowledge, Skills and Abilities

- Purchasing: Awareness of overall manufacturing purchasing concepts (e.g., analysis, management, planning, and process design).
- Microsoft Office: Able to create and utilize documents for tracking and presentation purposes using programs such as Microsoft Word, Excel, PowerPoint, and Outlook.
- Administrative Functions: Able to plan, budget, and organize different resources (e.g., human, financial, or physical). Activities may include weekly scheduling and managing expenses.
- Supply Chain: Understand the basic components of a supply chain and the related concepts, such as demand forecasting, capacity planning, just-in-time production and supply chain process improvement.
- Warehouse/Inventory Management: Understand basic concepts and systems related to inventory storage and management, such as supply storage, cycle counting, assigned locations and point of use storage.
- Enterprise Resource Planning Software: Familiarity with using Microsoft Dynamic ERP Software for inventory management and order management.
- Supplier Relationship & Management: Able to develop and maintain supplier relationships using common management, negotiation and clerical methodologies; ensure supplies meet quality requirements and technical standards

Preferred Knowledge, Skills and Abilities

- Judgment & Decision Making: Consider the costs and benefits of potential actions and choose the most appropriate one. Know when to take action and what actions to take.
- Reading Comprehension: Able to understand numerous types of work related documents and be able to pull out key information from documents and other data sources including POs, instructions, due-dates, customer requirements, quality requirements, etc.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Coordination: Gather and pass along information between multiple departments for logistical and operational planning purposes (e.g., supply chain, resource scheduling); account for possible issues with contingency plans for different areas.

Preferred Education and/or Experience

- Experience as a Material Buyer, Purchasing Assistant, or similar role
- BSc in Business Administration, Logistics, or relevant field a plus
- APICS CPIM Certification highly recommended

Our Benefit Package Includes

- Medical
- Dental
- Vision
- 401K Plan
- Paid Holidays
- Long Term Care
- Educational Assistance

Please submit a cover letter and resume to Erin Cable at ecable@aquahot.com