



METAL SHARK
METALSHARKBOATS.COM

Job Title: Senior Buyer

Position Summary: Metal Shark is a small, fast growing company and is need of an experienced and well-rounded Buyer to maintain and control inventory at our Franklin facility. The prospective employee will report to the Purchasing Manager and will be working with the Engineering group, Project Management group, Stockroom and Accounting. Individual must be organized, detailed, capable of working with minimal supervision, and have a willing, helpful attitude. Problem-solving is part of the job. Good people skills are also a must. Metal Shark fosters an entrepreneurial culture and the candidate will be expected to be a self-starter and should expect to be very hands-on. Salary will be commensurate with the employee's experience and capabilities.

Typical Duties/Responsibilities of Position:

- Procurement of parts as determined by schedule and needs
- Working closely with Engineering/production/scheduling to be sure the proper parts are on order to arrive on time
- Working with Engineering/Vendors on any product issues – defects, shipping, availability, obsolescence
- Working with Engineering/Stockroom to ensure Bills of Material and Work Orders are kept updated
- Following through with Vendors ensuring that orders are acknowledged and vendors ship on time
- Working with Stockroom to resolve any receiving issues, as well as address any inventory issues
- Working with Accounting to resolve any pricing issues
- Working with Vendors to establish/further develop good working partnerships (Pricing, Terms, Service)
- Sourcing products and pricing to best benefit the Company
- Keeping Project Manager updated with current parts status of each project in-process
- Ensuring compliance with our basic Purchasing policies/procedures
- Working with other buyers/personnel to streamline current Purchasing procedures
- Ability to negotiate effectively with Vendors
- In-depth understanding of purchasing procedures and processes

Qualifications/Experience:

- Prior Purchasing/Procurement Experience is preferred (especially in a manufacturing environment)
- Ability to work in a fast-paced environment
- Familiarity with Basic Purchasing principles and systems
- Strong organizational skills – We have outgrown our current computer system and we do a lot of things manually or via Excel spreadsheets. Must be able to pull information from various sources to place orders.
- Very Detail-Oriented - Must be able to see the “big picture” as well as follow up on the details
- Strong Microsoft Excel skills – We use a lot of spreadsheets. Candidate must not be adverse to lots of data entry.

- Strong people skills – Candidate will work with a lot of people throughout the organization and must be able to work well with many different personalities
- Ability to stay on task as well as multi-task – Candidate will experience daily interruptions from employees/vendors
- Ability to take direction as well as provide direction
- Self-Starter, able to work with little supervision
- Familiarity with boat parts or technical/engineering background is a plus. The job is very hands-on and knowing what is being purchased is a plus.
- Requires effective oral and written communications skills

About Us: Metal Shark is a leading shipbuilder specializing in the design and production of boats and ships for military, law enforcement, fire rescue, and a wide spectrum of commercial applications. At its facilities in Franklin and Jeanerette, Louisiana, Metal Shark manufactures vessels in aluminum, steel, and fiberglass, with current capabilities supporting production for vessels up to 250' in length.