



Los Angeles Lighting Mfg. Co.

10141 OLNEY STREET / EL MONTE, CA 91731

Tel: 626-454-8300 Fax: 626-454-8399

<http://www.lalighting.com>

Job Title: Buyer

Department: Supply Chain

Terms: Regular Full time

Salary/Rate: Exempt / Salary

ABOUT THE COMPANY

Established in 1988 LA Lighting designs and manufactures energy efficient, specification grade LED and Fluorescent lighting fixtures for commercial and industrial applications. LA Lighting manufactures a broad range of standard fixtures along with custom capabilities to meet any job requirement and lead time. All of our fixtures are manufactured and assembled in El Monte, California.

ABOUT THE POSITION

Will be responsible for all aspects of sourcing & procuring material and components. Materials include all sheet metals/cold rolled steel, lighting components, various electrical parts/kits and packaging supplies. Will be liaising Inventory and factory team to keep adequate level of Inventory at all times. The Buyer should be a driven and detail-oriented person, possess excellent negotiating and analytical skills and have strong understanding of supply chain process concepts.

ESSENTIAL FUNCTIONS

- Sourcing materials and supplies for production, warehouse, engineering and office.
- Negotiate Pricing, Payment and Freight Terms with Vendors.
- Monitor Material Requisitions daily and issue Purchase Orders to vendors on the same day.
- Submit Purchase Orders for final approvals, before sending to vendors.
- Follow up Purchase Orders daily and maintain updated status and alert team with the latest.
- Develop an efficient and accurate system for monitoring all open purchase orders.
- Contact vendors to follow up late or missing shipments or report damaged/defective goods.
- Maintain updated Database for Vendors and Pricing.
- Arrange pickups for incoming POs/shipments.
- Arrange all Returns to vendors for Replacements or Credits.
- Work with vendors to assure material availability for future purchases.
- Issue purchase orders and process requisitions for all warehouse services and office supplies.
- Maintain updated vendors pricing at all times in existing ERP system.
- Work with factory team daily to monitor inventory levels regularly and assist Supply Chain Manager, to determine when new purchases should be scheduled.
- Match Vendor's Invoices with Packing Lists/Goods Receipts/BL and validate payables.
- Resolve conflicts and supply challenges with vendors in order to facilitate production requirements.
- Walk through the warehouse every morning to ensure the supplies/products are well-organized.
- Monitor emails constantly and reply back as soon as possible, before end of the day.

- Other duties as deemed necessary.

EDUCATION

- High School Graduate or General Education Degree (GED): Required
- Bachelor's Degree (four-year college or technical school) Preferred,
- Field of Study: BA or BS in Business Admin or Supply Chain Mgt, a plus

EXPERIENCE

- Experience in purchasing, sourcing, supply chain, logistics, and warehouse. Preferably in a manufacturing environment.
- Experience working in a KANBAN and 5S systems.
- Comparable experience will be considered.
- Proficient in Microsoft software such as Word, Excel, and Outlook.
- Experience with MRP/ERP helpful.

OTHER ESSENTIAL REQUIREMENTS

- US citizen or authorized to work in the US

PHYSICAL DEMANDS

- Must be able to lift/carry/push/pull up to 50lbs. (product samples)

COMPENSATION & BENEFITS

L.A. Lighting provides a robust compensation package. Benefits include participation 401k, Medical, Dental, Vision and Life insurance.