

Employment Opportunity

Associate Buyer—Purchasing

Thiele Kaolin Company, a leading provider of tailored mineral solutions, is currently recruiting for an Associate Buyer (entry-level) in the Purchasing Department. This position is located in Sandersville, Georgia.

SUMMARY OF POSITION:

We are seeking an Associate Buyer based at our corporate headquarters in Sandersville, GA within our Purchasing Department. This role will report to the Director of Purchasing.

SKILL REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree (or the continuation and willingness to complete a degree); preferably a business or logistics discipline
- 1+ year(s) experience (preferred) in an office setting
- Proficiency and experience in MS platform applications (Outlook/Excel/Word)
- Ability to learn and operate the Purchasing functions in two main operating systems: Maximo and Microsoft Dynamics AX
- Strong interpersonal skills; self-motivated with ability to work productively in both individual and group settings with all departments and with suppliers/vendors outside the company
- Ability to manage and prioritize multiple tasks and work with multiple people and departments

PRIMARY RESPONSIBILITIES

- Maintain excellent relationships with vendors and requisitioners.
- Review daily order and past due reports according to specific product line areas.
- Main coordinator and liaison in the Purchasing group with Operations and Engineering personnel regarding Capital projects. This would include participating in update meetings with Engineering and working with personnel on bids for new projects.
- Manage the purchases, vendor relationships, contracts associated with the following functional areas: Janitorial Supplies, Office Furniture & Supplies, Printing Services & Materials, Uniform Services and Filtration MRO.
- Coordinator in the Purchasing Group regarding information and contracts for outside Contractors including Certificates of Insurance. This would include waste disposal service and procurement of water deliveries for the plants and offices.
- Assist Director of Purchasing in the maintenance and information on logistics including ocean and rail transportation

Thiele offers excellent pay and a comprehensive fringe benefit package. This package includes medical and life insurance, dental, vision, sick pay, LTD, paid vacation and holidays, 401K, and educational assistance.

Qualified candidates should e-mail a resume to latonya.martin@thielekaolin.com. **Please note "Associate Buyer" in the subject line.**

Any job offer will be contingent upon the successful candidate passing a physical exam, including a drug screen and a background check as warranted.

Thiele Kaolin Company is an Equal Opportunity Employer.

Thiele Kaolin Company is a Drug Free workplace.