



GAYLORD HAS BEEN SERVING
THE LIBRARY COMMUNITY
FROM SYRACUSE, NY SINCE 1896.

SENIOR BUYER

POSITION: Gaylord is seeking a Senior Buyer to identify, secure, and manage sources of supply for raw material products, supplies, equipment, and support services. Responsibilities of this position include, but are not limited to, the following: identify raw material supply sources for cost, quality, and delivery; negotiate related agreements with identified suppliers; negotiate and administer purchasing activities associated with supplies, equipment, various service contracts and support agreements; measure and monitor supplier performance; provide support for new product development.

QUALIFICATIONS: The candidate must be a self-motivated, strategic thinker with excellent negotiation, interpersonal and communication skills. Knowledge of ERP systems and MS Office applications is required. Familiarity with paper, vinyl and steel commodities is highly desired. Candidates with undergraduate degrees and professional certification such as CPM are preferred. Minimum of 5 years purchasing related experience, preferably in a manufacturing environment. Must be available for occasional travel to supplier sites.

APPLICATION PROCESS: For immediate consideration, please email a cover letter, résumé, 3 professional references and a salary history with expectations to HR@gaylord.com. Applications may also be mailed to: *Gaylord Bros., Inc., Human Resources, P.O. Box 4901, Syracuse, NY 13221.*

ABOUT GAYLORD: Gaylord provides quality library supplies, furniture and archival products to public libraries, schools, colleges and museums worldwide. We offer an excellent benefits package that includes group medical, dental and vision insurance, life insurance, Roth 401(k) and profit sharing plans, tuition reimbursement and paid vacations and holidays.

To learn more about our products and services, visit us at www.gaylord.com
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