

Job Description – Purchasing Specialist

Global Scenic Services, located in Bridgeport, CT is a leading fabricator of scenic elements for the entertainment and leisure industries. The company prides itself on its highly creative, friendly, team environment. It offers medical, dental, life insurance and 401(k) participation for full-time team members. We fabricate scenic elements for than Broadway and more: off-Broadway; television, film, museums, retail, theme parks, themed environments, tours, fashion shows, displays. At Global, you will always be learning and gaining experience with a fantastic group of talented people.

Description

The Purchasing Specialist is an essential member of the global scenic services (GSS) team, managing the acquisition of project and facility related materials through the purchase order process with a focus on securing the best pricing possible in the required time-frame and maintaining vendor relations.

Responsibilities Include:

- Must be able to move a purchase request through the research process to purchase order, gain necessary approvals and ultimately place and track every order until receipt.
- Will be responsible for, by confirming with the Inventory department, onsite inventory prior to ordering additional materials.
- Locate the “best” vendor for the purchase of items with consideration of price, availability, delivery costs, schedule and GSS’s experience working with both the material and vendor in the past.
- Ability to communicate with originators and shop floor throughout the purchase order process updating them on information obtained through the search of items including changes required due to pricing, availability and updated delivery times.
- If received materials are unacceptable or items are back ordered, work with vendor for satisfactory completion of purchase order and inform appropriate personnel.
- Update Bid Price List with pricing information, recent quotes and purchases.
- Review and negotiate vendor terms.
- In conjunction with the Shipping manager and Inventory, coordinate maintenance for GSS equipment.
- Advise GSS of new products that may be applicable to our business and arrange for sales person visits that include product demos and samples.

Qualifications Include:

- Must have experience with fabrication and construction materials – wood, steel and aluminum essential.
- Ability to use Microsoft Office software.
- Knowledge of QuickBooks Purchasing module a plus
- Knowledge of fabrication materials and experience in the theater world is a plus.
- Organization, communication, multi-tasking and time management skills critical for success.