

# Buyer

This position is responsible for processing purchase orders of direct and indirect production materials and liaising with Suppliers on stock issues, maintaining stock levels, liaising directly with Suppliers to ensure on time delivery for Purchase Orders. You will work closely with various departments to ensure that correct levels of stock are ordered, and all queries are resolved. You will be required to work within strict deadlines and work as part of a team.

## Responsibilities

- Assist Commodity Manager on coordinate internal deliverables for on time new products launch – quality inspection, production validation, compliance documentations, supplier delivery and Marketing plan.
- Assist the Category sourcing manager for new product information input and maintaining existed product information in current system.
- Issue and maintain purchase order for assigned products.
- Assist the Category sourcing manager for cost reduction related activities
- Communicate quality issue to the supplier and apply for compensation as required.
- Finding the suppliers for goods and services need to be purchased.
- Other responsibilities as assigned.

## Requirements

- Bachelor's degree with 2 years purchasing experience or equivalent combination of education and experience.
- Experience in the consumer product category preferred.
- Must have fluent understanding of MS Excel, MS Word and industry standard purchase order software platform.
- Good with data analysis (v-lookup and pivot table a must).
- Impeccable attention to detail
- Mandarin language fluency a plus

Please send a copy of your resume and cover letter to [employment@hubpen.com](mailto:employment@hubpen.com).

## About Hub Pen Company

Hub Pen Company has been in business for over 60 years. We continue to grow with increased sales year over year and are looking to grow our family of employees.

*Hub Pen Company is an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, and/or other status protected under law.*