



Jr. Supply Chain Buyer

This role is located in Elkhart, IN

Want to be part of a fast-growing, high-tech company that is launching new products nationally and experiencing exceptional growth for themselves and their high performing employees? Enjoy traveling and meeting new people, want the ability to work independently with the opportunity to enhance your career and achieve real results?

Then, Truma has a place for you!

Who We Are:

Truma is a leading international manufacturer of highly developed heating and water heater systems, as well as comfort accessories for travel trailers and motorhomes. Our global success and top market share come from our customer focus, innovation, product quality and outstanding service. Truma is a medium-sized, family-oriented company with over 600 employees globally and a long history going back more than 70 years.

What We Offer:

Exciting entrepreneurial, family-oriented work environment with flexible work/life balance schedules

Challenging and progressive career development

Competitive salaries, travel mileage reimbursements, and excellent health benefits including Medical, Dental, Vision, Short-term Disability, Voluntary Life Insurance, and Basic Life Insurance (company paid)

Simple IRA with Company Match

Best practice PTO policies and paid holidays

Open communication, informal recognition, and team-building events

And much more to motivated, results-oriented individuals who want to make a real difference in their community and role

What You'll Do:

Are you an analytical problem-solver with a “hands-on” personality and drive to help support and advance our Supply Chain? Utilizing your initiative and creative aptitudes, you will help Truma grow our business across North America with your “roll-up-your-sleeves” attitude as one who thrives in a detailed, organized and analysis driven environment, focused on delivering measurable results and a passion for success.

As the Junior Supply Chain Buyer, you will handle our organization’s day to day procurement activities.

Responsibilities include determination of demand and order processing, proactive purchase order and delivery date tracking, request for quotes, complaint processing, invoice control, and general correspondence with internal customers and external suppliers.

The role will manage demand requirements, working closely with the Supply Chain Team as well as internal departments to assure meeting customer demands and order fulfillment.

To be successful you should be able to quickly manage master data and system maintenance and have strong analyzing, negotiating, organizing and communicating skills.

Your Accountabilities in the Role:



1. Manage and communicate with suppliers on forecast demands, manage inventory and track consumption of incoming material, working globally with suppliers and locally with sales and service needs.
2. Order processing including issuance of PO's through the business system to supply chain.
3. Support in RFQ process for operational MRO and sales requirements with suppliers, negotiating best pricing and lead times.
4. Manage lead times, on-time delivery, order accuracy and quality of suppliers as well as counteracting price increases.
5. Support with the logistics documentation, including monitoring transit times, import, export and customs activities.
6. Support with sourcing and evaluating suitable suppliers.
7. Manage master data and system maintenance (i.e. Supplier database, CRD, OCD, CSD)
8. Coordinate with inventory control to monitor and manage inventory levels.

The job criteria may include other duties, responsibilities, and activities, which may change or be assigned at any time with or without notice.

Position Requirements:

- A. Education:** Requires a Bachelor's Degree in Supply Chain Management, Logistics, or Business Administration, **OR** an equivalent with a combination of education and relevant professional experience.
- B. Experience:** Minimum 1-2 years proven working experience in a Buyer/Purchasing role.
- C. Certifications:** N/A
- D. Functional Skills:** Proactive, independent and fast planning, organization and prioritization skills, with a great attention to detail and accuracy; ability to manage large amounts of data; strong time management skills are essential along with the ability to learn and apply enhanced supply chain best practice concepts.
- E. Technology Skills:** Good knowledge of Microsoft Office is required, with an ERP system, ideally QuickBooks or SAP module MM
- F. Language Skills:** Excellent verbal and written English communication skills, with an ability to communicate with all levels inside and outside the organization.
- G. Leadership/Behaviors:** Strong supplier and quality of work focus and a sense of urgency is needed with the ability to build relationships and provide ongoing support to internal customers is also important. Strong influencing skills.
- H. Culture Match:** Professional in appearance, reliable and able to work within a close team while possessing individual accountability for the role is key.
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Contact us today and learn more about the Truma Family and how we can enhance Your Career!

Email: careers@trumacorp.com

We are an Equal Opportunity Employer