



There are 194  
Countries on Earth,

*in almost every country there is  
at least one of our machines.*

Known globally for its high-precision filling and closing machines, the German based groninger company is a world leader in highly sophisticated, innovative and customized solutions for manufacturers of pharmaceuticals and cosmetics. groninger USA, located in Charlotte, NC is the headquarters for our American and Canadian customer base. We offer an unparalleled work environment and outstanding career opportunities for manufacturing, sales, machine assembly, engineering, procurement and after sales support incl. field service. groninger USA LLC offers a competitive salary and outstanding benefits. Come see for yourself!

## Purchaser

Full time position, reports to Team Lead Planning and Sourcing



### Your Tasks

- Oversee and maintain current inventory.
- Negotiate contracts with suppliers.
- Perform day-to-day purchasing activities including purchase requisitions, purchase orders, data maintenance, and inventory management of assigned raw material/parts to meet facilities production schedules.
- Track shipping progress of raw material/parts to ensure time schedules and delivery are met, while informing appropriate personnel of issues. Expedite production of parts as required.
- Follow up on late purchase orders and provide new delivery dates.
- Create routine reports for future shipment statuses.
- Responsible for system data integrity when it comes to adjustment entries.
- Assist in reconciling procurement match errors for correct pricing and proper receipts.
- Manage supplier/vendor relations; responsible for addressing and problem-solving purchasing/supply chain issues.
- Handle the acknowledgement of materials and maintenance of purchasing records.
- Maintain and update list of qualified suppliers.
- Perform other related duties as assigned.



### Your Profile

- Associates degree or higher required.
- German language fluency required.
- 1-3 years experience in Purchasing or Buying role required.
- Proficient in Microsoft Office Suite and ERP software required.
- Prior experience buying steel and knowledge of types highly preferred.
- Familiar with buying plastics and aluminum preferred.
- Excellent organizational skills and attention to detail.
- Experience in manufacturing environment preferred.

**Please reply to:**

[jobs@groningerusa.com](mailto:jobs@groningerusa.com)

