

Job Title – Buyer

Location – Amsterdam, Netherlands

Position Type – Full- Time

Reporting To: Director of Operations

AgiLight, is a global leader in the LED signage lighting industry and the preferred partner of sign companies and global brands. Our focus is to bring value to our customers by enhancing and maintaining their brand image through the benefits of our LED solutions. AgiLight (dba Acolyte) is seeking a full-time (40 hours per week) Buyer who will manage the global supplier and Inside Sales relationship.

RESPONSIBILITIES:

- Negotiate supplier agreements ensuring adherence to Company policies and procedures.
- Manage global supplier relationships and ensure compliance with the Company's supply chain policies, procedures and internal/external audit procedures.
- Develop and maintain a strong business relationship at all levels with each supplier.
- Manage all business agreements/programs implemented with each supplier.
- Strengthen the strategic sourcing process to assure that the Company receives the best value for the price on all purchases.
- Develop and maintain new suppliers and pursue opportunities to reduce costs.
- Submit timely procurement reports to Director of
- Maintain, update and add new information into the company MRP
- Understand global supply chain key controls to ensure compliance with the Company's supply chain policies, procedures and internal/external audit procedures.

REQUIREMENTS:

- Establishes clear and measurable objectives and actions for supplier assessment.
- Must be self-motivated and able to independently manage various activities with minimal
- Maintains detailed supplier records on an on-going basis and provides additional written detail on important supplier developments or feedback by This includes providing weekly updates on purchasing on-time delivery performance.

- Participate professionally and freely with senior management on the business development and planning Proactively participate in key planning discussions.
- BS degree or equivalent industry work experience
- 5+ Years general experience in purchasing.
- Computer skills – computer literate with strong analytical skills.
- Effective writing and verbal communication skills.
- Effective skills in time management, multi-tasking, organizing and prioritizing daily tasks.
- Result oriented, self-motivated to be a problem solver.
- Ability to work independently but also support other team members.
- Willing to travel 10-20% domestically and internationally.
- Fluent in English is a must. Every other language is a plus.
- Demonstrated work history with successful advancement.