

Department: Procurement

FLSA Status: Exempt

Reports to: Purchasing Supervisor

Date: 8/13/24; updated 3/3/26

POSITION SUMMARY:

The Lumber Buyer is part of our Procurement team. The Lumber Buyer assists and supports the Purchasing Supervisor by coordinating and negotiations with key lumber mills, organizing and conducting regional spot and block buys, communicating status of the fast-pasted market.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Procures Hardwood lumber products green and dry
- Setting and maintaining purchasing budgets
- Builds and maintains relationships with strategic lumber partners
- Develops new sources of supply by educating vendors
- Communicates new product opportunities to the team
- Develops and negotiates
- Mitigates issues with suppliers
- Travels when needed to suppliers
- Coordinates and conducts block buys and spot buys
- Work closely with other Procurement team members.
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationships with co-workers
- 5 years of purchasing, inventory control or supply chain experience preferred
- Knowledge of lumber market and commodity trading preferred
- Understanding of stocking, inventory control and warehousing principles.
- Excellent communication and negotiation skills
- Ability to understand contracts and terms of purchase.

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.