

Shelter Products, Inc. is one of the largest multi-family construction suppliers in the U.S. With over \$300 million in sales annually, SPI has a long-established reputation as a recognized leader in construction sales. We believe that each team member makes key contributions and makes a significant impact on our success as a whole. If you love challenges and the rewards that come with them, Shelter Products is hiring!

Shelter Products is seeking an experienced Buyer to work in our corporate office based in Milwaukie, Oregon.

Duties & Responsibilities:

- Purchase commodity materials for assigned region.
- Negotiate contracts with vendors ensuring quality products and competitive pricing.
- Price bid lists at current market. Inform traders of how market conditions may impact pricing when the job begins to ship.
- Work with traders to keep them up-to-date on developments as they occur.
- Develop new sources of supply by educating vendors on the size, scope, and buying power of Shelter Products.
- Develop a system by which the day-to-day management of all jobs is possible.
- Maintain supplier relationships that will provide the company with competitive advantages in lowest total cost, highest quality products, and superior customer service.
- Track materials in reloads and shipments in conjunction with buyer's assistant.
- Resolve quantity, quality, documentation, and other discrepancies associated with procurement with suppliers.
- Attend and provide updates on jobs and markets in buyer meetings.
- Manage multiple concurrent assignments while meeting deadlines.

Requirements:

Education: Bachelor's degree in Business or a combination of education/experience

Experience: A minimum of two years of experience as a buyer or seller of lumber and building materials

Skills:

- Ability to be self-directed while working under tight deadlines
- High attention to detail
- Proven negotiation skills
- Displays exceptional math skills
- Has excellent critical thinking as well as analytical skills
- Strong computer skills and knowledge of relevant technology
- Possesses exceptional organizational skills
- Solid knowledge of lumber and building materials

- Ability to communicate effectively with a wide variety of people
- Ability to travel as required

We Offer:

- Base plus commission compensation
- Excellent benefits package
- 401(k) plan with company stock option
- Results-driven winning team

REQUIRED TO APPLY: Please send résumé to thooper@shelter-products.com or fax to (503) 233-2515.