

This Company (plastic recycling) has been in business for over 10 year's .Due to rapid growth we need Account Representatives to help us service our existing supplier base as well as create new accounts. A mainstay in the Mid-West area.

Hours: Mon-Friday, 7:30-4:00

JOB RESPONSIBILITIES:

- Develop new accounts
- Service and grow existing accounts
- Negotiates with vendors for pricing and delivery, and visits vendor sites to evaluate their ability to perform.
- Negotiate new contracts as a result of competitive bidding, customer service and part quality
- Follow-up on and maintain schedules and status on quotes, purchases and designated jobs.
- Develop and implement purchasing strategies, projects and action plans through the identification of dependable and competitive suppliers.
- Responsible for assessing risk and developing mitigation strategies

JOB REQUIRMENTS:

- Strong work history
- Strong verbal and written communication skills
- Verifiable work references
- Candidates must be proficient in Word, Excel and Outlook
- Have good organizational and Excellent communication skills
- Must have 2+ years as a junior buyer/procurement agent with forecasting experience
- Experience in a distribution or recycling industry is a plus
- Needs flexibility to travel
- Reliable form of transportation
- Must have experience managing a purchase portfolio in excess of 2 million lbs. per year.
- Must have global purchasing experience by managing supplier contracts and evaluations

Compensation: Commission only

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