



Surfacing Change

REGIONAL BUYER/PLANNER

MCCOOK, IL – CORPORATE HEADQUARTERS

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more.

Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

Primary Function:

- Ensure that the purchasing of materials for the region is successfully executed based on projected usage, forecasts, and related data analysis.
- Purchase, stock, and monitor all regional facilities based on customer needs / projections, executive recommendations, and reorder reports.
- Exhibit positive leadership in a manner consistent with the GPA Mission, Core Values and Annual Corporate Objectives.

Essential Job Functions:

- Monitor and communicate with production regarding all Central Region 3PL facilities to ensure all sales orders, purchase orders, transfers and service meet the requirements of GPA's need for service.
- Effectively communicate with the Production Scheduler regarding the need for treated products; establish ship dates and/or lead times for potential needs in the Central Region.
- Ensure receipt of all purchased material to support daily sale order activity.
- Manage product inventory levels in a manner consistent a high level of customer service and the company's overall inventory plan, while reducing overall inventory dollars when possible.
- Execute and monitor reoccurring purchasing procedures using system reports to ensure the most accurate and efficient management and replenishment possible.
- Works with the Supply Chain Manager to create and maintain a process of setting re-order levels to reduce excess or eliminate inventory outages.
- Monitor and manage the performance of suppliers to maintain reliable delivery performance, product quality, and customer service; ensure products are purchased at an overall cost at or below competitive market rates.
- Work with Supply Chain Manager to develop and implement a fourth quarter inventory and procurement plan, responsive to seasonal requirements of key customers.
- Monitor national needs for specific raw materials for production
- Demonstrate professionalism in all customer, supplier and internal interactions. Conduct business in a manner that is consistent with and enhances GPA's business reputation.
- Monitor supplier pricing and communicate all changes to the appropriate Operations team members; adjust pricing in the system as needed.



- Act as a backup for other members of the Purchasing Department as well as the Merchandising team; work with the Sales team to secure profitable sales on non-catalog substrates.
- Actively contribute to department meetings.
- Perform other duties as assigned

Position Requirements:

- 5+ years of experience in purchasing and inventory management functions at a companywide level; preferably within a nationwide distribution environment.
- Paper or Printing industry experience preferred.
- Ability to work independently with little direction.
- Recommend process improvements and support recommendations with fact-based analysis.
- Willingness to take initiative and work “hands-on” to solve problems.
- Ability to work well under pressure, multi-task and operate successfully in a fast-paced environment.
- Ability to adjust priorities and reallocate resources in response to daily and weekly challenges.
- Strong sense of urgency and effective time-management skills.
- Effective organizational skills.
- Ability to work in a manner consistent with a strong team-oriented environment, characterized by commonly held goals and objectives.
- Strong Customer Service attitude.
- Ability and willingness to work overtime when necessary
- Strong typing and computer skills
- Strong Microsoft Excel skills, must know VLOOKUP, IF statements, Pivot Tables
- Effective communication skills, both verbal and written.
- Process-oriented.
- Ability to speak, read, write, and understand English.

We do not offer relocation.

EEO Employer

All post-offer candidates will be subject to the successful completion and passing of a pre-employment background check and drug screen before they can begin employment.

We use E-Verify.