

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.

GPA is currently seeking a Buyer/Planner located in our McCook HQ.

This person will create and manager purchase orders for optimum product flows. They will direct the efficient transfer of inventory across the GPA network based on MRP recommendations/analysis.

Position Responsibilities:

- Manage product inventory levels in order to meet GPA targets for service, inventory.
- Cultivate strategic partnerships with the GPA supply base in order to optimize product flow
- Effectively communicate with the Production Team regarding the supply of purchased materials treated in-house
- Ensure receipt of all purchased material to support the supply plan
- Execute and monitor purchasing procedures to ensure the most accurate and efficient management and replenishment possible
- Maintain a process of auditing and adjusting system settings in order to continually optimize ERP recommendations and maintain data integrity
- Work cross-functionally and with supply base to reduce/eliminate Excess & Obsolete inventory
- Monitor and manage the performance of suppliers to maintain reliable delivery performance, product quality, and customer service
- 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 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
- Experience working with international teams is desired
- Ability to work independently with little direction
- Process driven and continuous improvement minded
- MRP/ERP experience required
- 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 Microsoft Excel skills
- Effective communication skills, both verbal and written
- Ability to speak, read, write, and understand English

Resumes can be submitted by email to join@gpa-innovates.com or by fax to (773) 847-2782. No phone calls please.

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

GPA offers a competitive compensation package, medical, dental, 401(k), paid time off, and much more. Relocation is not available for this position.

GPA is an Equal Opportunity Employer and participates in E-Verify.

Voted Best Workplace in the Americas Winner for 10+ years by the Printing Industries of America.