

Conklin Company, Inc. is a manufacturing and direct-marketing distribution business that produces over 160 products across six major product lines located in Shakopee. We are seeking a dynamic and experienced Senior Buyer specializing in Chemical, Raw Material and Finished Goods Procurement. In this vital role, you will lead strategic sourcing initiatives, manage vendor relationships, and execute purchase agreements to ensure timely, cost-effective and quality products essential for manufacturing and operational excellence. This position offers an exciting opportunity to influence supply chain strategies in a fast-paced, innovative environment dedicated to continuous improvement and operational success. The schedule for this role is Monday - Friday 8:00 am - 4:30 pm, 100% in office.

Essential Functions

- Manage and develop vendor and outside manufacturing relationships by monitoring their performance and where necessary approve and qualify alternative vendors that meet established criteria for product specs, quality, costing, on-time delivery and service while promoting a positive corporate image.
- Comply with company policies and procedures when purchasing chemicals, raw materials, and finished goods.
- Strong knowledge in ERP and MRP systems: Knowledge of how Procurement integrates across all core business processes including finance, sales, production, inventory, quality, receiving, and strong focus and understanding of MRP to support production schedules and product demand.
- Collaborate cross-functionally with manufacturing, research & development, quality management, logistics, and project teams to align procurement activities with new product development, production planning, sales demand and quality requirements.
- Purchase order management from initial purchase order creation, revisions, and execution; including but not limited to vendor acknowledgements, tracking, expediting and problem-solving issues to meet delivery and quality demands.
- Conduct market research and supply chain analysis to identify cost-saving opportunities, mitigate risks, and enhance supply chain resilience for critical chemical and raw materials and finished goods.

Experience, Education and Skills

- Proven experience, 5-8 years as senior buyer within a manufacturing environment with a focus on chemicals, raw materials and finish goods.

- Extensive vendor experience beyond transactional purchasing including but not limited to strategic sourcing, executing contract agreements, resolving vendor performance and quality issues, and new product development or end of life.
- Strong knowledge of ERP and MRP systems such as Sage, SAP, Oracle, or equivalent platforms used for procurement and materials management.
- Must have good written and verbal communication skills and excellent interpersonal skills. Must be able to organize and prioritize work to meet deadlines, and work independently.
- Professional credentials such as CPSM or APICS/CSCP are highly valued.
- Prefer B.S. degree in Supply Chain Management, or Business Administration or equivalent knowledge and experience.

Join us to be part of a forward-thinking team that values innovation, strategic thinking, and collaborative problem-solving! This role is integral to maintaining a resilient supply chain while fostering sustainable practices across our operations. If you are passionate about driving excellence in chemical procurement through strategic sourcing and vendor partnership management—apply now to make an impactful difference!

Applicants must live in MN to be considered for this role. This is a 100% in office. Relocation assistance not provided for this role.

Please email your resume and salary requirements to HR@Conklin.com

NO RECRUITERS