



## Job Opening Announcement

### Buyer

CZ-USA is seeking to fill the position of Buyer. The Buyer orders products for use in manufacturing, resale, and internal consumption to ensure uninterrupted operations across all departments. The position generally requires work Monday through Friday, from 8:30 a.m. to 5:00 p.m. CZ-USA offers competitive pay and benefits including health, dental, vision, 401k, and paid time off.

#### Employment Requirements

- Ability to legally possess firearms under applicable laws.
- Must be at least 18 years old.
- Must know basic firearm safety.
- Must have a functional and working knowledge of firearm basics.
- Must have a high school diploma or equivalent.
- Must possess excellent computer software skills, including the Microsoft Office suite.
- Must be able to use email and phones.
- Ability to think logically, critically, and work well under pressure
- Must be able to pass criminal background test and drug test.
- Must be extremely accurate, punctual, meticulous and reliable.
- Must have exceptional spoken and written English skills.
- Must have good negotiating skills and ability to carry through in the contacts with suppliers.
- Must demonstrate a positive attitude and strong interpersonal skills.
- Must have the ability to multi task, effectively manage time and prioritize responsibilities.
- Must be able to work a minimum 8-hours daily, 5-days weekly, Monday through Friday.
- Must be able to work overtime when required.
- Must possess ability to obtain a passport and travel domestically and internationally.

#### Preferred Skills

- Working knowledge of and familiarity with firearms and firearm components.
- Associates or Bachelor's Degree in Supply Chain Management or Purchasing.
- Experience working in purchasing or supply chain management department of a manufacturing company.

#### Essential Job Functions

- Purchase components for use in manufacturing, resale, and internal company use.
- Act as a liaison between internal departments needing supplies.

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- Communicate with vendors about new items, received shipments, discrepancies on shipments, and invoicing.
- Monitor and update reorder points and adjust minimum and maximum quantities of items.
- Enter, update, receive, and reconcile purchase orders.
- Assist receiving personnel as necessary.
- Communicate with the subject matter experts at CZ-USA when necessary.
- Know and understand the technical details of the CZ-USA product line.
- Use internal company computer systems in order to run reports, create item numbers, enter and update purchase orders.
- Update job knowledge by participating in educational opportunities, reading professional publications; maintaining personal networks; and participating in professional organizations.
- Complete other tasks assigned by supervisors.
- Complete all required paperwork accurately and in a timely manner.
- Timely and regular attendance is required to ensure uninterrupted workflow.
- Assist all employees in department in completing their work when necessary.
- Maintain a clean and organized work area.
- Adhere to all company policies and procedures

**Physical Requirements & Working Conditions:** The following are the physical requirements of this position, which all workers filling the position must be able to do or withstand each day:

- **Light work:** Exerting up to 20 pounds of force occasionally, and up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- **Vision:** The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; Ability to see color.
- **Stooping:** Bending body downward and forward by bending spine at the waist.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Standing:** Remaining upright on the feet, particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position.
- **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers.

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- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
- Repetitive motions: Making substantial movements of the wrists, hands, and/or fingers.
- The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, or gases.

Interested applicants should email their resume and/or application to [resume@cz-usa.com](mailto:resume@cz-usa.com).