

## Assistant Buyer

Location: Arlington VA

### About Fluence

Fluence, a Siemens and AES company, is the leading global energy storage technology solutions and services company that combines the agility of a fast-growing technology company with the expertise, vision, and financial backing of two industry powerhouses. Building on the pioneering work of AES Energy Storage and Siemens energy storage, Fluence's goal is to create a more sustainable future by transforming the way we power our world. The company offers proven energy storage technology solutions designed to address the diverse needs and challenges of customers in a rapidly transforming energy landscape, providing design, delivery and integration in over 160 countries. Fluence works closely with customers throughout their journey and provides advisory, financing, and project lifecycle services.

Fluence is currently looking for an Assistant Buyer to join our team in our Arlington, VA headquarters.

### Responsibilities

- Work closely with different company sections, vendors and maintain positive relationships while negotiating specs, pricing and deadlines.
- Read, understand and implement Master sales agreements and other types of contracts.
- Assist in writing purchase orders, buying goods and materials.
- Manage Purchase Order Process.
- Research and evaluate suppliers on basis of price, quality and delivery.
- Create reporting spreadsheets.
- Notify suppliers of quality discrepancies in their incoming materials or equipment. Support the identification of root cause and corrective action.

## Requirements

- Bachelor's degree required.(Business Administration, Operations Planning or a related field)
- CPM or APICS certification desirable.
- Minimum of 3 years related buying, allocation or replenishment experience.
- Assist in preparation of costs analysis and competitive strategy.
- Team player, working under short deadlines and pressure.
- Working knowledge of legal aspects of procurement and contract law
- Ability to act independently to determine methods and procedures on new assignments
- Ability to respond consistently with a high degree of initiative to resolve issues or complex problems that may arise
- Well-developed written and verbal communication, listening and presentation skills
- Proficiency with MS Office Suite
- Entrepreneurial drive and ability to prioritize and execute many tasks in parallel

Fluence **IS AN EQUAL OPPORTUNITY EMPLOYER** and fully subscribes to the principles of Equal Employment Opportunity, to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, marital or familial status.