



Position: BUYER  
Reports To: Purchasing Manager  
Status: Non - Exempt

**Scope:**

The Buyer is expected to provide purchasing support to all members of the supply chain, finance, operations and engineering teams. Duties include purchasing items, materials, services or operating supplies required to support production and other areas within the organization.

**Tasks and Responsibilities:**

- Purchase order placement with approved supplier(s) at standard cost or below for Production requirements.
- Evaluate price, quality, quantity, delivery dates and terms needed to support production.
- Manage disposition of defective or unacceptable supplier goods or services with quality control personnel and suppliers to determine corrective action needed.
- Working with Purchasing Manager and other departments to determine commodity needs and delivery schedules.
- Following up on acknowledgements, back orders, expediting delivery of orders, administering product returns, making special arrangements for deliveries and communicating to department expected delivery dates.
- Participating in the evaluation and feedback of vendor performance.
- Processing requisitions for supplies, researching products, clarifying specifications and documenting competitive bidding.
- Ensuring all order information is updated and accurate.
- Achieving cost reduction whenever possible and reporting on results.
- Communicate market conditions to the organization when there is a potential effect on design, lead time and cost.
- Overtime as required.

**Required Knowledge, Skills and Abilities:**

- Foster close working relationships with internal stakeholders across all areas of the business.
- Able to work independently as well as part of a team.
- Demonstrate effective interpersonal and communication skills.
- Ability to prioritize and manage multiple tasks.
- Ability to review supplier quotations/contracts and negotiate most favorable terms and conditions of supply.
- Ability to build and foster good business relationships with suppliers through interaction with sales contacts and order administrators.
- MS Office experience (Excel and Word).
- Good analytical, written and verbal communication skills.
- Supplier management and risk management experience.
- Must have the ability to establish new sources of supply including evaluation of vendors for outside processes.

**Education/Training:**

- Associates Degree or Under Graduate with 2 or more years of experience in Business, Supply Chain Management or related field.
- Experience in working with ERP systems is essential.
- Blueprint Reading capability is a plus.

**Travel:**

- Minimal