



JOB DESCRIPTION

Department: Purchasing

Job Title: Buyer

Reports To: Director, Operations and Supply Chain

Job Summary:

Responsible for source selection and procurement functions directly associated with the Company's needs for raw materials, finished goods, and sub-contract services. May also be asked to purchase shop related materials and services. These products and services are to be secured at cost, quality, and delivery time frames required by the Company to meet customer demand and in line with policy and performance standards.

Job Duties and Responsibilities:

- Reviews production/customer demand and initiates purchase orders and amendments for raw materials, finished goods, and/or services
- Responsible for the management of inventory levels, schedules and availability of selected item, either manufactured or purchased, to meet production schedules.
- Coordinates the planning of recent schedules and inventory control parameters for the assigned products and services consistent requirements.
- Confers with suppliers to obtain product or service information such as price, availability, and delivery schedule.
- Interface with Planning & Scheduling and Production on material needs related to production planning issues.
- Receives requests for status and contacts suppliers to find out status of an order.
- Reviews order acknowledgements and addresses discrepancies related to forecasted delivery.
- Contacts vendors with discrepancies with quantity and quality
- Coordinates as appropriate, quality matters and engineering changes/developments between company activities and suppliers.
- Arranges for submission of sample products as required; facilitates coordination with engineering to assure timely execution.
- Other duties as assigned by the Director

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred with emphasis in business administration, economics, and/or engineering with 2 years of progressively responsible purchasing and materials control experience in a manufacturing environment or Associate's degree and 3-5 years of experience in a production planning/materials controls function or equivalent combination of education and experience such as a broad manufacturing background of at least 5 years experience.
- Computer skills, systems operations as relates to procurement, related software, and knowledge of purchasing/accounting processes required.
- Must have excellent verbal and written communications skill set.

KNOWLEDGE/SKILLS

- Must possess solid analytical skills in forecasting and anticipating production needs and capabilities.
- Ability to solve practical problems and deal with a variety of changing situations under stress.
- Strong interpersonal skills requiring the ability to resolve conflicting interests and obtain cooperation.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Must have good phone skills and interact well with others.