

Buyer

Buyer's Job Purpose: Responsible for source selection and procurement functions directly associated with the location's needs for indirect materials and services, fixed assets and tooling, and select production materials and services. Works with parent company procurement regarding vendor contracts. Products and services are to be secured at cost quality and at delivery competitive levels consistent with policy and performance standards. Position is also responsible for the timely planning and scheduling of receipt and inventory control of the products and services as assigned consistent with SAP software.

Buyer Job Duties:

- Initiates purchase orders and amendments for parts, services and/or special tools; arranges for submission and inspection of sample products as required; maintains close coordination with plant manufacturing to ensure timely execution of product and service sourcing activities
- Secures and analyzes quotations, negotiates process and terms with suppliers, and recommends suppliers with respect to cost, quality and delivery competitiveness for assigned responsibilities
- Interviews and meets with current and prospective suppliers to determine supply capabilities, transportation logistics, inventory control management; negotiates prices and delivery terms with guidance from a senior level manager
- Coordinates quality matters and engineering changes/developments between company and suppliers
- Evaluates suppliers through methods such as supplier visitations and various objective performance measurements

Education / Training

- Associates degree required; Bachelor's degree preferred with emphasis on business, procurement or logistics
- 3 plus years experience with purchasing in a manufacturing/industrial environment
- 3 plus years experience with purchasing and vendor management
- Above average communication skills and negotiation skills
- Ability to make decisions based on analyzing information and evaluating results to choose the best vendors / materials
- Ability to prioritize, organize and plan work flow processes
- Above average computer skills using Microsoft Office programs such as Word, Excel, Outlook
- SAP experience a plus

- Previous project management experience - ability to handle project requirements in a timely manner
- Knowledgeable about domestic and international sources of supply and logistical options for transport

Travel Required

- Low (0 – 10%)

Skills / Qualifications

- Excellent Written and Verbal Communication Skills
- Highly Organized
- Strong Computer Skills