

Position Title: Buyer
Department: Procurement
Reports To: Procurement
FLSA Status: Exempt
Prepared Date: 2/21/2017
Approved Date: 2/21/2017

SUMMARY

Responsible for procuring raw materials, components, tooling, equipment and purchased services at the appropriate quality within acceptable time frames necessary to meet schedules and customer on time deliver at the best possible price.

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

Maintain and develop supplier relationships to meet production scheduling demands, material specifications, on time delivery of materials and supplies, and price negotiation.

Obtain blanket order discounts and seek new alternative sources to help maintain costs at a fixed level.

Procure all material required to complete fabrication and assembly to support established due dates driven by the Materials Resource Planning system.

Negotiate with vendors to obtain lowest possible price with a minimum of lead time, high level of quality and consistent on-time delivery.

Monitor and report on the availability of purchased parts past due or delayed to Production Control, Master Scheduling and Purchasing.

Coordinate with the vendor to request company transport or other type of shipment to ensure that required parts are available to meet Production Schedule.

Work with Production Control, Manufacturing and Purchasing for any purchased parts coordination requiring follow-up and feedback.

Work closely with Material Planning and Production Planning to understand the total requirements for purchased parts as well as the individual periodic quantities. .

Audit the Open Purchase Orders to ensure integrity of on-order material.

Work with Receiving, Accounts Payable and other departments as required to reconcile errors and correct causes.

Respond quickly and effectively to changes in production schedules, including emergency changes needed to ensure necessary supplies and materials are available to meet the needs of the new schedule.

Perform other duties as may be required.

Supervisory Responsibilities: No

BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

- Bachelor's Degree in Business or similar related degree, or 3+ years of equivalent experience in a manufacturing environment.

Required Knowledge, Skills, & Abilities:

- Familiarity with supply chain and the following functions within an ERP system (i.e. Microsoft Dynamics AX, etc): Order Management, Materials Management, Logistics.
- Must be able to work effectively with all levels of personnel and management.
- Manage and prioritize multiple tasks.
- Must be able to work under minimal direction.
- Critical thinking, solid documentation and follow-up skills necessary.
- Analytical, planning and negotiating skills.
- Proficiency in Microsoft Office including Excel, and experience with an MRP system (preferably Microsoft Dynamics).
- Exceptional knowledge of purchasing practices and procedures including MRP/ERP, First Article, RMA/MRB, Drawings/Specifications, Expedites and Cancellations.
- Excellent communication and customer service skills including written and verbal skills.
- A drive for results in a teambuilding environment.
- No travel restrictions.

Preferred Education & Experience:

- 3+ years' experience working in supply chain, manufacturing, and/or purchase order planning within a manufacturing environment.
- Working knowledge of Microsoft Dynamics AX 2012, preferred.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions provided in written, oral, diagram, or schedule form.
- Experience in contract manufacturing

Certificates, Licenses, and Registrations:

CPP preferred

Physical Demands and Work Environment:

- While performing the duties of this job, the incumbent is frequently exposed to moving mechanical parts, fumes, or airborne particles, risk of electrical shock and vibration.
- The noise level in the work environment is usually moderate.
- The incumbent may be required to walk and stand for long periods of time.
- Requires light lifting on occasion.