



JOB DESCRIPTION

TITLE	BUYER/SR. BUYER	DEPARTMENT	PURCHASING
FLSA CLASSIFICATION	Exempt/Salary	PAY RANGE GRADE	5 - 8
REPORTS TO	Materials Manager	SUPERVISORY DUTIES	None
APPROVAL	Materials Manager	DATE PREPARED	2023

POSITION PURPOSE:

- To buy and obtain quotes for parts required for the assembly of customer orders. To obtain quotes for any and all items or services needed to run the Company and maintain the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Obtains price and delivery quotes from suppliers.
- Submits price and delivery quotes to the Sales Department for inclusion in the quoting process.
- Submits price and delivery quotes of requested items and services to Management for review.
- Requisitions material and establishes delivery sequences according to customer order delivery schedules.
- Establishes and maintains professional relationships with suppliers.
- Maintains effective communications with suppliers to ensure timely responses to questions and delivery issues.
- Assists in the maintenance of an effective supplier evaluation process.
- Purchases and expedites products and services according to delivery schedules.
- Follows the “Supplier Corrective Action Request” process including but not limited to the issuance of SCARS, the disposition of material, the processing of returned material to suppliers, and the efficient closure of SCARS.
- Works with other departments, employees, and suppliers, as needed to expedite problems, concerns, and issues relating to customers’ products and any other purchased items or services.
- Checks work periodically and upon completion to ensure accuracy.
- Participates in attaining Purchasing departmental goals and objectives by performing job requirements at the highest level of accuracy.
- Works in a productive and efficient manner to ensure the schedules of the Purchasing Department are met.
- Performs job duties in compliance with the Company’s Quality System.
- Participates in internal and external quality system audits as needed.
- Makes process improvement recommendations as appropriate.
- Participates in and coordinates committee activities as needed
- Maintains an organized and neat work area.

EDUCATION AND EXPERIENCE:

- Minimum: One (1) to three (3) years experience in the Purchasing Department of an electronic contract manufacturing organization, electronic high-tech or related industry, or two (2) to four (4) years purchasing experience in a related industry.
- Preferred: Three (3) years of experience as a Buyer in an electronic contract manufacturing organization, electronic high-tech or related industries preferably utilizing an MRP system., or four (4) to six (6) years purchasing experience in a related industry.
- Diploma or GED from an accredited high school or technical school required. College degree preferred.

JOB KNOWLEDGE, SKILLS AND ABILITIES:



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- Knowledge of materials processes and inventory control. MRP Best Practices preferred. Experience using Made2Manage (M2M) a plus.
- Demonstrated effective attention to detail and follow through techniques.
- Excellent written & verbal communication, organization, time management skills, and follow-up capabilities.
- Ability to learn effective purchasing and negotiation techniques.
- Knowledge of electronic contract manufacturing – LEAN manufacturing knowledge a plus.
- Able to multi-task and bring tasks to closure.
- Able to read and interpret customer requirements from various customer-supplied formats.
- Proficient user of windows-based computer programs.
- Able to speak, read, write, and understand English as it relates to performing job requirements.

TRAINING RECOMMENDATIONS:

- Component Identification
- ESD
- Hazard Communication Training
- ISO 9001:2015 Overview
- Basic Safety Training
- Sexual Harassment Prevention Training.

PHYSICAL REQUIREMENTS:

- Light to moderate physical effort required.
- Continuous mental and visual attention required.
- Regularly required to sit, stand, reach, bend and walk about the building.
- Computer typing is required.
- Lifting up to 25 pounds may be required.

WORK ENVIRONMENT:

- Works in a climate-controlled office separate from the manufacturing floor.

OTHER:

- Will be required to perform other duties as requested, directed or assigned.