



## Buyer

### Position Summary

Responsible for executing tactical purchasing strategies for the supply chain function

### Responsibilities

- Creation and follow up of purchase orders for direct material for assigned suppliers
- Manage assigned supplier accounts to promote on-time delivery and quality goals
- Resolution of supplier invoice issues in a timely manner
- Support of non-conforming material process
- Support all internal customers including Sales, Value Stream Coordinators, and Team Leads
- Work closely with Engineering, Sales, and Estimating to resolve technical specification changes / enhancements
- Assist in resolving material and process issues by determining root cause and suggesting solutions to implement
- Support New Product Introductions to production
- Support End of Life process
- Shortage updates and critical concern maintenance on new products
- Participate with Purchasing Manager in quarterly business reviews with top suppliers
- Successful implementation of commodity review resulting in cost savings and vendor consolidation
- Other duties as assigned

### Education/Training

- 4 year degree in Business or Supply Chain Management or 2 to 5 years of relevant work experience.
- CPM certification preferred
- Syteline experience a plus

### Knowledge/Skills/Abilities

- Strong Computer skills
  - MS Office
  - Syteline (ERP)
- Flexible and can quickly change from job to job when needed
- Strong negotiation skills
- Self-directed

### **Travel Requirements**

- 5% - Local Suppliers

### **Physical Requirements**

- Be able to lift at least 25 lbs and up to 50 lbs for short periods

### **Materials and Equipment Utilized**

- Computer, printers, etc.

### **Working Environment:**

- 10% Manufacturing: clean, low to moderate noise, safety glasses required and other personal protective equipment (PPE) where applicable.
- 90% - Office