

JOB DESCRIPTION

*** BUYER ***

Hours: Mon – Friday 8:00-5:00 + daily overtime should workloads require;
PLUS, every other Saturday from 8:00-1:30

Status: Fulltime / Hourly / Non-Exempt

Reports To: President + VP of Operations

Purpose

Timely procurement and delivery of production parts to meet/exceed scheduled manufacturing and shipping deadlines.

Ideal Candidate

Will have purchasing/procurement experience to support wholesale, retail and e-commerce sales preferably in a manufacturing/automotive environment. Is customer focused and driven to succeed; has high standards of integrity and a Team Player mentality.

Requirements:

- Minimum 3+ years hands-on experience in the procurement of parts and materials – preferably in a manufacturing/automotive environment
- Must have understanding of manufacturing and warehouse operations and inventory controls
- Understanding of complex, multi-level Bill of Materials
- Able to extract technical requirements from CAD drawings
- Can support the complexity of manufacturing, engineering, wholesale, retail and e-commerce sales within one facility
- Experience in production planning, and MRP systems
- Results oriented individual with a pro-active approach to overcoming challenges and achieving results
- Proven appreciation of Customer Service expectations
- Can problem solve and have strong analytical and negotiation skills
- Excellent attention to detail, along with organizational and follow-up skills
- Resourceful and self-motivated; able to work independently as well as in a Team
- Ability to effectively work with cross-functional departments
- Proficient in Microsoft Office: Word, Excel and Outlook
- Experience using SAGE is a **Plus!**

Job Duties: responsibilities include, but are not limited to:

- Responsible for the on time procurement and delivery of production parts and materials
- Delivery coordination of raw materials and components to support production schedule
- Ensure all parts and materials procured meet standards of Quality, Efficacy, and Safety.
- Manage suppliers with an emphasis on cost savings and on time delivery
- Communicate with suppliers to ensure delivery schedule, cost, order maintenance etc
- Communicate with Shipping/Receiving Warehouse Leads as necessary to ensure timely and accurate delivery and receipt of parts and materials
- Create and maintain Excel spreadsheets
- Provide monthly status reports to management
- Uphold company policies, procedures and adherence to local governing business ethics and codes of conduct
- Prepare purchase orders and update MRP with confirmed delivery data
- Minor inventory management
- Provide procurement and logistics support
- Performs other purchasing/procurement duties as assigned

Education:

- Purchasing and/or Supply Chain Management degree or equivalent professional qualification
- APICS Certification a plus