

## Job Description – Buyer

**Title** – Buyer

**Reports to** – Director of Procurement

**Date Written/Revised** – 5/2022

**Direct Reports** – N/A

**Status** – Exempt

### Objectives of this Role

- This position will be responsible for executing against the sourcing strategy and day-to-day purchasing activities to support operations. The candidate will have firsthand experience negotiating supplier agreements and assessing supplier capabilities. An individual with an entrepreneurial mindset, a positive attitude, and motivation to pursue a career in Purchasing will thrive in this role!

### Duties and Responsibilities

- Review and Analyze sourcing requirements to ensure adequate supply for production without the need for expedited freight.
- Identify opportunities for purchased cost reductions. Implement and track reductions on projects that are identified.
- Collaborate with Engineering and suppliers to source new components. Ensure parts are meeting cost and quality requirements of the business.
- Negotiate purchase prices, payment terms, order quantities, and other key supply metrics to optimize material cost.
- Analyze opportunities for make vs. buy to identify new cost savings opportunities.
- Create and send Purchase orders to suppliers.
- Travel to Suppliers as necessary.
- Schedule and manage shipments to ensure on-time delivery in support of the equipment's build schedule.
- Expedite open purchase orders to ensure accuracy of delivery dates and communicate dates which do not align with the production schedule to the operations team.
- Source components through alternate vendors when primary cannot achieve the necessary delivery dates required of the build.
- Collaborate with vendors and engineers to find alternative parts when delivery dates will impact the shipment of a machine.
- Travel to Vendors and Sister Companies as required.
- Miscellaneous tasks as required by Manager

### Skills and Qualifications

- Bachelor's Degree in Supply Chain Management/Business or equivalent experience in a manufacturing organization.
- 3 years of Purchasing experienced in manufacturing preferred
- General Negotiations experience
- Intermediate Experience with Microsoft Excel
- Strong communications skills, verbal and written
- Accurate data entry skills

### Physical/Mental Standards

- Ability to operate computer.
- Manual dexterity sufficient for constant use of a keyboard, mouse, and telephone. Speech and hearing sufficient for regular communications. Vision sufficient for use of a computer monitor and transaction documents.

- Ability to sit and stand for long periods of time.
- Ability to perform climbing, stooping, crouching, walking, grasping, talking, hearing and repetitive motions.
- Executing up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and or 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.

### **Work Environment**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal.