JOB DESCRIPTION

POSITION TITLE: SENIOR BUYER
NORMAL WORK SCHEDULE: 8:00 a.m. to 5:00 p.m. Mon-Fri.
PAYROLL STATUS: Salary/Exempt

GENERAL PURPOSE

The Senior Buyer provides parts, equipment, and materials by developing sources of supply and monitoring supplier performance; obtaining required parts, equipment and materials, verifying receipt of items, authorizing payment, and managing and controlling inventory.

JOB REQUIREMENTS:

• Issue requests for quotes/proposals (RFQ/RFP) and select best source consistent with cost, quality and delivery requirements. Negotiate and manage long term pricing agreements on critical commodities.

• Complete purchase requests with domestic and international suppliers by inputting purchase orders, expediting deliveries, and verifying all transactions.

• Handle correspondence concerning over-shipments, delivery shortages, changes in quantity, delivery dates, and prices and report such changes to the interested parties in a timely manner as required.

• Act as a liaison between suppliers and involved departments to resolve procurement related problems.

• Process non-conforming material requests and RMA requests with supply chain partners.

• Authorize payment for purchases by reviewing invoices and related documentation.

• Maintain appropriate inventory levels consistent with targeted inventory goals and as set by management.

• Maintain accuracy of stock code information within SYSPRO, including lead-time, pricing, current supplier information, current purchase order data, etc.
• Ensure SYSPRO parameters are maintained by monitoring minimum, maximum, safety, and current inventory levels; making recommendations to management for adjustments to levels.

• Monitor supplier performance by ensuring that product is delivered as scheduled and meets specifications; maintaining appropriate files and records of meetings with suppliers to ensure company requirements are met and that supplier is aware of their performance.

• Maintain services and office equipment by conferring with suppliers; monitoring and recording service agreements to ensure terms are met.

• Assist internal and external customers by interpreting laws, policy, codes, and regulations pertaining to purchasing; answer inquiries both orally and in writing concerning purchasing operations.

• Maintain professional and technical knowledge by attending workshops and reviewing professional publications.

• Contribute to team effort by accomplishing other job related tasks as needed; enabling other workers to achieve their job objectives.

REPORTING RELATIONSHIP: This position currently reports to the CFO.

EDUCATION AND EXPERIENCE:

• BA or BS in Materials Management, Procurement, Business Administration, Operations Planning or a related field; MBA, CPM or APICS certification desirable.

• 5+ years of related procurement experience including purchasing, inventory control, contract negotiation, supply management, supplier relationships, basics of Cost Accounting, and tracking budget expenses.

• Knowledge of MRP processes
• Contract manufacturing experience beneficial.

• Work experience in an electronics manufacturing environment beneficial.

• Working knowledge of the legal aspects of procurement and contract law.

• Knowledge of import freight movement.
SKILLS AND ABILITIES:

• Ability to act independently to determine methods and procedures on new assignments.
• Ability to respond consistently with a high degree of initiative to resolve issues or complex problems that may arise.
• Ability to maintain positive company image and brand.
• Ability to perform work accurately and thoroughly.
• Well-developed written and verbal communication, listening and presentation skills.
• Efficient organization and time-management skills.
• Ability to prioritize tasks and meet deadlines.
• A courteous and professional demeanor.
• Strong negotiation skills
• Ability to work well under pressure
• Intermediate to advanced computer skills. Proficient with MS Office suite and other work-related software.

WORKING CONDITIONS:

• Business office environment.