Job Description – Procurement Buyer

Purpose: Support daily procurement activities, manage supplier relationship and on-time delivery, focus on building a cost effective on-demand supply chain for internal clients.

Duties:

- Process daily procurement requirements into purchase orders.
- Send out RFQ's for new parts.
- Monitor supplier performance and report KPI's on a regular basis.
- Coordinate with cross function team in the selection of suppliers in the product development cycle.
- Support supplier negotiation in bid process/analysis to ensure cost, quality and delivery expectations are considered.
- Oversee inventory and delivery accuracy.
- Prioritize material issues and kits pulled to release to the production floor.
- Manage and resolve problems due to delivery, quality and pricing in timely manner.
- Drive cost out of products

Qualifications:

- Previous education, training or certification in purchasing.
- 3+ years experience as a manufacturing buyer.
- Strong time management skills.
- Prior supplier auditing experience is desired.
- Experience with ERP/MRP systems is required.
- Able to read and interpret technical drawings.
- Excellent verbal and written communication skills.
- Fluency written and spoken English.

Skills: Assertive/time management skill/attention to detail/work effectively under stress/physical demands/able to lift up to 50 lbs.