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**Buyer**

**Reports To:** Office Manager **Revision Date:** 06/07/2022

**Status:** Full-Time **Department:** Purchasing

**Position Overview:** The Buyer will be responsible for procuring all raw materials and parts to manufacture goods to customer specifications. The Buyer will have a keen business sense and ability to negotiate pricing on various materials supporting company directives.

**Job Functions and Qualifications:**

* Develop and maintain profitable purchasing strategies.
* Responsible for maintaining relationships with suppliers.
* Prepare and implement effective negotiation strategies.
* Research best and most cost effective, alternative materials for products.
* Analyze and resolve purchasing issues or discrepancies.
* Participate in cost reduction activities, observe, and report price fluctuations.
* Prepare and submit reports to management.
* Work closely with the other departments to ensure appropriate inventory levels.
* Approve new material card decisions.
* Meticulous record keeping.
* Other duties as assigned.

**Essential Functions:**

* Occasional lifting of up to 40 pounds
* Hours for position are dictated by the workload and at times require more than a typical 40-hour work week.
* Some travel may be required.

**Education/Experience:**

* Bachelor’s Degree: Purchasing, Commerce or Economics, (Preferred)
* Previous working experience as a Purchasing Agent
* Excellent communication and interpersonal skills
* Problem solver with strong analytical capabilities
* Microsoft Office Experience

**Compensation:**

* This is a full-time, performance-based position; wages are commensurate with skills and experience.
* Medical, vision, dental, life insurance, short term disability, 401K and profit-sharing plans are available upon completion of 60 days of employment.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_