



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: _____