

Buyer

Job Summary

This position responds to variety of internal sections such as production, R&D, maintenance, customer service, sales and so on, and turn those requisitions into purchase orders. The Buyer will be responsible for searching eligible suppliers, negotiating good deals with suppliers, creating purchase order tracking systems, alerting management when orders have been filled and invoices from vendors have been issued, answering vendor questions and providing them with additional order documentation as needed. The successful candidate for this position has experience in the manufacturing industry and an strong understanding of supply chain management concepts.

Responsibilities

- Search potential suppliers for raw materials, machinery, equipment and spare parts
- Evaluate multiple suppliers based on the established criteria such as price, quality, speed of delivery and other factors to analyze pros and cons of each.
- Participate in the purchasing criteria establishment
- Communicate and negotiate with suppliers back and forth to determine the best deals
- Understand the purchasing needs of other sections including but not limited to Production, R&D, Warehouse, Customer Service, Sales, Maintenance, etc., and respond timely
- Collect purchasing needs and request for quotes
- Place orders to the selected suppliers
- Obtain accurate information relating to shipment dates and expected date of delivery
- Monitor scheduled shipment dates to ensure timely delivery and expedite as needed.
- Develop an efficient and accurate system for monitoring all open purchase orders
- Deliver a weekly or bi-weekly purchase order report to management that indicates the supplier invoice number for all closed purchase orders
- Work with the inventory management team to ensure that all deliveries satisfy the assigned purchase orders and report any back-ordered or missing products
- Assist the Supply Chain leader with maintaining proper inventory levels of materials used on a regular basis
- Establish reliable lines of contact with field management team to ensure that all field purchase orders are accurate
- Track oft-repeatedly purchased items on monthly basis to analyze and forecast the price trend
- Other tasks as required

Requirements

- College degree or above is required
- 3 years or more of direct purchasing experience preferred
- High sense of urgency, and comfortable in a fast-pace environment
- Impeccable attention to detail
- Strong negotiation skills
- Good math and logic thinking skills
- Good interpersonal skills
- Microsoft Office skills (Outlook, Excel, Word, Power Point)