

## **Position Overview**

The Buyer is responsible for sourcing, purchasing, and managing the timely delivery of raw materials, components, and supplies required for production operations. Working closely with suppliers and internal teams, the Buyer ensures the right materials are available at the right time and cost, supporting uninterrupted manufacturing processes and maintaining optimal inventory levels. This role plays a critical part in balancing cost-efficiency, quality, and supply continuity within a fast-paced manufacturing environment.

## **Responsibilities**

Source and procure raw materials, components, and production supplies in alignment with production schedules and demand forecasts.

Negotiate prices, terms, and delivery schedules with suppliers to secure cost-effective and reliable supply contracts.

Issue purchase orders and track their status to ensure timely delivery of materials to support manufacturing operations.

Monitor supplier performance in terms of quality, cost, delivery, and responsiveness; escalate and resolve issues as needed.

Collaborate with production, planning, quality, and inventory control teams to ensure material availability and resolve supply chain disruptions.

Maintain accurate purchasing records and documentation in the ERP or procurement system (e.g., SAP, Oracle).

Evaluate and select new suppliers, ensuring compliance with company standards and regulatory requirements.

Analyze material usage, lead times, and inventory levels to optimize purchasing strategies and reduce excess stock or shortages.

Support cost reduction initiatives by identifying alternative sources, negotiating better pricing, or implementing supply chain efficiencies.

Ensure adherence to health, safety, and environmental regulations when purchasing and handling materials, especially hazardous items.

## **Qualifications**

Strong negotiation and communication skills, both verbal and written.

Proficiency in ERP Systems, SAP preferred & Microsoft Office Suite (especially Excel).

Understanding of manufacturing processes, bill of materials (BOM), and material lead times.

Ability to manage multiple priorities and meet tight deadlines in a fast-paced production setting.

Detail-oriented with strong analytical and problem-solving abilities.

Working knowledge of procurement regulations, supplier quality standards, and basic contract terms.

## **Additional Requirements**

Primarily office-based within a manufacturing or industrial facility, with regular interaction with production, planning, and warehouse teams.

May require occasional walk-throughs of production or warehouse areas to coordinate material flow or address supply issues.

Regular use of computers and ERP systems for procurement activities, data analysis, and supplier communication.

May involve occasional travel to supplier sites or other company locations, depending on sourcing requirements.

## **Compensation**

\$53,000 - \$72,000

## **Vacancy**

We have 1 available position

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