



## **BUYER**

### **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**

- Ensure timely procurement of materials and components to meet production requirements and prevent downtime.
- Maintain accuracy and integrity of purchase orders, supplier data, and material records in the ERP system.
- Adhere to procurement budgets and cost-saving targets while maintaining quality and delivery standards.
- Monitor and report on key performance indicators (KPIs) such as on-time delivery, cost variance, and supplier reliability.
- Comply with company policies, ethical standards, and regulatory requirements in all procurement activities.
- Support continuous improvement efforts by contributing ideas and implementing changes that enhance procurement efficiency and effectiveness.
- Own relationships with key suppliers, holding them accountable for agreed terms, performance metrics, and service levels.
- Act as a reliable point of contact for cross-functional teams on all material-related inquiries and escalations.
- Identify and resolve material shortages, delays, or discrepancies that could impact production schedules by collaborating with suppliers, planners, and internal departments.
- Analyze root causes of procurement or inventory-related issues and implement corrective actions to prevent recurrence.



- Manage supplier performance issues (e.g., late deliveries, quality concerns) through proactive communication and negotiation.
- Adapt purchasing strategies to respond to sudden changes in demand, market conditions, or supply chain disruptions.
- Develop contingency plans to mitigate supply risks, including sourcing alternative suppliers or materials when necessary.
- Use data-driven analysis to optimize purchasing decisions and improve cost-efficiency without compromising quality or delivery timelines.
- Continuously evaluate processes to identify opportunities for improvement in procurement workflow, lead time reduction, and inventory accuracy.

### **Qualifications**

- Degree in Supply chain management or SCMP Designation
- Up to ten years purchasing experience in a manufacturing environment.
- 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

### **Compensation**

\$65,000-\$85,000

Vacancy

We have 1 available position

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