



SENIOR BUYER

Position Overview

We are looking for a Senior Buyer to play a critical role in supporting operational and financial performance through strategic procurement leadership, supplier management, cost optimization, and risk mitigation. In this role, you will combine tactical purchasing execution with strategic sourcing initiatives, helping ensure the organization receives the right products and services at the best value while maintaining compliance and operational efficiency. Working closely with internal stakeholders and external suppliers, you will support procurement activities across manufacturing, engineering, and corporate functions while contributing to forecasting, vendor performance, and continuous improvement initiatives.

Responsibilities

Lead end-to-end procurement activities for manufacturing, engineering, and corporate requirements in alignment with business priorities and budget objectives.

Issue, manage, and maintain purchase orders with a high degree of accuracy and compliance while ensuring timely processing and audit-ready documentation.

Build and maintain strong relationships with suppliers and distributors to support competitive pricing, product availability, and service levels.

Negotiate pricing, terms, renewals, and licensing agreements to maximize value and optimize costs.

Monitor open orders, identify backorders and delivery delays, and escalate risks with recommended mitigation plans.

Prepare reporting to support forecasting activities, spend visibility, and supplier performance management.

Maintain organized purchasing records in accordance with internal controls, financial policies, and audit requirements.

Partner with stakeholders across the organization to support procurement, purchasing, and compliance requirements.

Identify opportunities to improve purchasing processes, strengthen vendor performance, and increase cost efficiency.

Perform other duties as required within the context of the role.

Qualifications

10+ years of purchasing experience.

Strong negotiation skills.

Comprehensive understanding of Microsoft Excel and Microsoft Word for reporting, analysis, and documentation.

Impeccable attention to detail.



Ability to work effectively in a collaborative team environment.

Ability to thrive in a fast-paced, high-volume environment.

Self-motivated with the ability to work effectively in an entrepreneurial, growth-oriented setting.

Ability to handle sensitive and confidential information with professionalism and discretion.

Positive team-oriented attitude.

Additional Requirements

Strong commercial acumen with the ability to translate business needs into effective sourcing strategies.

Excellent organizational and time management skills.

Strong analytical and problem-solving abilities.

Ability to manage multiple priorities while maintaining accuracy and attention to detail.

Commitment to continuous improvement and operational excellence.

Compensation

\$68,000 - \$85,000

Position Type

We have 1 available position.

Apply here: [Buyer - Calian Careers](#)