

QUALITROL COMPANY POSITION DESCRIPTION

JOB TITLE: BUYER	EEO CATEGORY: PROFESSIONALS	FLSA: EXEMPT	SUPERSEDES: NEW
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REPORTS TO:
Materials Manager

BASIC FUNCTION:

The Buyer, under limited direction, is responsible for obtaining materials, products and services from suppliers at the lowest cost consistent with considerations of quality, conformity to Qualitrol specifications, reliability of source and urgency of need.

ESSENTIAL DUTIES:

1. Interviews vendors and recommends sources of supply.
 2. Negotiates material cost reductions.
 3. Analyzes quotations received, selects or recommends suppliers with whom orders are to be placed, and schedules deliveries.
 4. Prepare purchase orders and follows up orders to expedite deliveries.
 5. Manages records for supplier Quality Certification Program and on time delivery program.
 6. Manages inventory levels and lead times.
 7. Processes NMI's, ECN's and suspension of parts to be obsolete.
 8. Develops and maintains necessary records and files for efficient operation.
 9. Performs duties in accordance with established quality standards.
 10. Performs such similar, comparable or related duties as may be required.
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QUALIFICATIONS:

B.S. Degree or equivalent.
Five or more years experience as a Buyer, preferably in a JIT manufacturing environment.
Systems experience.
Familiar with the Kanban process
Strong negotiation skills.
Good organization and follow-up.
Customer service orientation.
High energy level.
Ability to prioritize and act in a proactive manner.

Working Conditions:

Office and Plant environment.
