



## Job Description

**Job Title:** Buyer **Reports To:** General Manager

**Department:** Purchasing **Supervises:** N/A

**Coordinates/Works Closely With:** Production, QA, Test, Suppliers, Program Management, Doc Control, Engineering

**Exempt**     **Non Exempt**

### ***This description refers only to minimum requirements***

General Description: The primary role of the Buyer is to select and manage suppliers, purchase materials and manage inventory levels in accordance with TCS procedures.

#### Responsibilities and Authorities:

1. Evaluate and select suppliers for materials, supplies, equipment and services.
2. Maintain a register of suppliers and their approval status.
3. Review supplier performance and take appropriate actions to deal with suppliers that do not meet requirements.
4. Communicate purchasing information to suppliers indicating all applicable requirements.
5. Obtain competitive quotes for materials, supplies, equipment and services from multiple suppliers.
6. Negotiate best pricing, schedules and terms with suppliers to ensure a competitive advantage for TCS in the marketplace.
7. Purchase materials, supplies, equipment and services at or below quoted prices from approved sources.
8. Work closely with suppliers to confirm purchase orders and supplier's abilities to meet TCS's requirements.
9. Work closely with suppliers to manage on time delivery to TCS requirements.
10. Communicate issues with supply of material to internal customers as required.
11. Modify, release and/or cancel purchase orders to accommodate scheduling changes, customer needs and production requirements.
12. Manage and control inventory levels to ensure that materials are available when required utilizing forecasts, MRP, Kanban and other planning strategies.
13. Manage the planning rules in the MRP system to facilitate effective planning of material supply and maximize the efficiency of the procurement process and the supply chain.
14. Manage inventory turns, excess and obsolete inventory levels to comply with business objectives.
15. Facilitate disposition of non-conforming material with suppliers and manage the return of material as required.
16. Manage supplier response to corrective action requests as required.
17. Ensure the security of customer and company information as applicable.
18. Effectively communicate with manufacturers, suppliers, and coworkers.

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19. Document processes and controls in accordance with company document management processes.
20. Identify opportunities for and engage in and support continuous improvement activities.
21. Maintain or exceed acceptable productivity levels while maintaining and quality.
22. Maintain a clean and safe work area.
23. Comply with all company safety policies.
Special Skills and Requirements:
1. Proficient use of Microsoft Office Excel and Word is required. Able to operate Windows based systems and utilize the Internet to obtain information. Experience with QuoteFX a plus.
2. Must have a good understanding of supply and demand, planning strategies and MRP software/systems
3. Ability to comprehend industry related technical terms.
4. Must be quality minded and detail oriented.
5. Requires good human relations skills and the ability to work well with others, a team player.
6. Requires good judgment, organizational skills, initiative and ability to deal with issues presented by others within the company.
7. Effective communication skills, both written and verbal.
8. Excellent phone etiquette.
9. Ability to reason and analyze, logical problem solving.
Certificates, Licenses and Registrations:
1.

<b>Education &amp; Experience</b>
Select the level of education and/or experience needed to successfully accomplish the essential functions of this job (delete the lines that do not apply).
Level 4: Associate's degree (A.A.) and a minimum of one (1) year experience and/or training; or high school diploma or GED with three (3) years related experience and/or training.

<b>Language Skills</b>
Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job (delete the lines that do not apply).
Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

<b>Mathematical Skills</b>
Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job (delete the lines that do not apply).
Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

<b>Reasoning Skills</b>
Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job (delete the lines that do not apply).
Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Physical Requirements**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes.

	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hand to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk or hear			X	
Taste or smell	X			

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below to indicate the amount of time.

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Does this job have any special vision requirements? Check all that apply.

	Close vision (clear vision at 20 inches or less)
	Distance vision (clear vision at 20 feet or more)
	Color vision (ability to identify and distinguish colors)
	Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
X	No special vision requirements.

### Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

How much noise is typical for the work environment of this job? Check the appropriate level below.

	Very quiet (examples: forest trail, isolation booth for hearing tests)
	Quiet (examples: library, private office)
X	Moderate noise (examples: business office with computers and printers, light traffic)
	Loud (examples: metal can manufacturing department, large earth moving equipment)
	Very Loud (examples: jack hammer work, front row at rock concert)

### Approval

Prepared By:		Approval:	
Name	S. Starr	Name	
Position	Buyer	Position	
Department	Purchasing	Date	
Date	1/13/16		

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