

Position Title: Buyer II

Objective

To support the Company objectives, operational goals, policies, and procedures relative to the purchasing and inventory control functions.

To purchase materials, components, supplies, services, subcontract fabrication and machining, essential to serve all Manufacturing and Support operations. Such purchases are to meet established quality standards and meet the operational schedule. Quantities should be such that we achieve the lowest overall cost of purchase price and inventory carrying cost.

Scope

Negotiate and purchase materials, equipment, supplies, and services from vendors. Evaluate vendor quotes, services, and performance to determine most desirable suppliers. Maintain proper inventory levels of purchased materials and components.

Working Relationships

- Reports to Manufacturing Manager
- Works closely with:
 - Vendors to develop long term relationships and reliable sources of supply.
 - Chief Engineer and engineering staff on matters of material specifications, substitutions, and quality requirements.
 - Scheduling Department and staff to establish an appropriate delivery schedule.
 - Quality Assurance Manager and Inspector to report materials that are not conforming to established standards.
 - Accounting Manager and staff to resolve invoice discrepancies.
 - Shipping and Receiving staff to coordinate outgoing and incoming materials.
 - Stock room Clerk to coordinate inventory cycle counts, locations, and proper bar code labeling of components.
 - Shop Foreman to purchase required tooling and supplies used in manufacturing.

Duties, Responsibilities and Authority**Purchasing**

- Request quotes from multiple vendors when appropriate. Evaluate quotes and select vendor based on price and ability to meet delivery schedule. Use negotiating skills to improve overall cost and delivery for the Company.
- Purchase raw materials and finished components in the proper quantity and standard of quality to meet manufacturing, shipping, and inventory requirements. Utilize MAPICS MRP to review requirements and release Purchase Orders.
- Purchase tooling for shop using program TC0180R Tool Crib Purchasing/Receiving.
- Purchase office and shop supplies as requested.
- Purchase shipping materials as requested.
- Purchase other materials and services as requested and according to established Company Policies.
- Communicate purchasing issues to organization.
- Utilize MAPICS Purchasing to monitor status and maintain PO's. Follow up on purchases to expedite when necessary.
- Create and Maintain vendor master in MAPICS
- Organize and maintain purchasing files. Discard old files as required by accounting policy.
- Resolve purchase price and quantity discrepancies in a timely manner when they occur.
- Obtain controlled material documentation from vendors when required to meet customer requests.
- Maintain pattern equipment records including purchase orders for repair, new construction, and location of all equipment.
- Under the guidance of the Manufacturing Manager and Chief Engineer, assist in qualifying and selecting vendors.
- Process material that has been rejected by Quality Assurance. Coordinate repairs or replacement of material when necessary. Communicate all nonconformances and quality issues to vendor.

Inventory Control and Valuation

- Establish and maintain safety stock, order points and order quantities for purchased materials.
- Maintain list of slow moving materials. Assist with annual obsolescence process.
- Lead cycle counting process.
- Make inventory adjustments as necessary. Maintain proper documentation for all adjustments.

- Maintain current costs throughout year. At year end review and update standard costs.
- Create and maintain Item Master and Item Balance records in MAPICS.
- Create and maintain item Bill of Materials in MAPICS.

Miscellaneous

- Serve as backup within department when other employees are absent.
- Assist with quoting process when needed.
- Other duties and projects as assigned.